

2025 ACVP Annual Meeting Session and Workshop Chair Guidelines

Session planning

- Deadlines: The planning of the Annual Meeting is facilitated by a series of deadlines for session and workshop proposal, proposal acceptance, and session participant notification for travel and meeting registration. The specific dates are determined each year, but the months are specific and are discussed in detail below. Highlighted dates of importance are below:
 - March 15 – session and workshop proposals due
 - Early May – session and workshop decisions communicated
 - June 1 – speaker information provided by session chairs
 - Oct/Nov - Chairs meet in session rooms 30 minutes before start time and serve as moderators
- Session and workshop chairs **specifically invited** by the Annual Meeting Program Chair to plan an Annual Meeting session and/or workshop are asked to complete and submit the Session Information form by the March deadline. Information requested includes session title and description and proposed speakers.
- Individuals **not specifically invited** to plan a session/workshop who wish to *propose* a session/workshop may do so by completing and submitting the Session Proposal form by the March deadline for consideration by the Annual Meeting Committee and ACVP Board of Directors.
- Chairs will be notified of final session or workshop approval in early May.
- Chairs may invite **up to one speaker per hour of educational content** (four speakers for a full morning or afternoon education session) to present, for whom ACVP speaker support may be requested. Speaker support includes travel to/from the meeting, one night of hotel, and a per diem for meals on the day of presentation. All workshop speakers will be registered for their workshop at no cost to them. Additionally, **non-member Annual Meeting and workshop speakers** are offered **complimentary Annual Meeting registration**. Member Annual Meeting speakers must register for the Annual Meeting at their own expense. Session planners are encouraged to consider presenters from close to the meeting location for whom travel expenses may be reduced. Chairs wishing to invite a speaker from outside North America are asked to first consider if the same content may be presented by someone traveling from North America. If an international expert is uniquely critical to the session content, a request to the ACVP Board of Directors for international speaker support must be made through the Annual Meeting Program Chair.
- Workshop and session chairs are not offered speaker support or considered an invited speaker unless they present the equivalent of one invited speaker's content (approximately one hour).
- Workshop and session chairs are expected to attend their sessions to serve as moderator. Chairs must register for and travel to the Annual Meeting (and/or workshop) at their own expense.

- Chairs will provide all requested speaker information to the Annual Meeting Committee and staff by the **June** deadline.
- Based on information provided by chairs, ACVP staff will set up invited speakers in a portal to facilitate the collection of speaker agreements, bios, photos, learning objectives, and optional handout materials. (Speaker qualifications and learning objectives will be used for RACE application. Speaker bios, photos, and handouts will be made available to registrants via the meeting mobile app.)
- ACVP staff will communicate speaker support details directly to the speakers, based on information provided by the chairs and in compliance with ACVP support policies.
- Chairs should work closely with staff and speakers to ensure the appropriate information is gathered, as needed.

Pre-meeting preparation

- ACVP staff will monitor the submission of speaker information and will remind speakers to register themselves for the Meeting and instruct speakers to (1) comply with published speaker guidelines, (2) bring their presentation on the Annual Meeting PPT template to the Speaker Ready Room the day before presentation, and (3) meet in the session room 30 minutes before session start time.
- ACVP staff will provide session chairs a copy of their speakers' bios to be used for introductions during the session as well as cell phone numbers in case needed for any onsite communication.
- Session chairs should keep ACVP informed of any potential changes to planned content or presenters.

Onsite session management

- Chairs are asked to meet ACVP and AV staff and all session presenters in the session room **30 minutes before the published session start time** to go over basic AV set-up, presenter instructions, and session flow details.
- Chairs will be given cell phone numbers to contact ACVP or AV staff if needed for any concerns that may arise **during the session**. Chairs are encouraged to save the numbers on their phones before starting the session for easy access during presentations.
- Chairs serve as session moderators, introducing presenters and keeping the session flowing according to agreed-upon timing.
- **As a courtesy to attendees, all Chairs are expected to start and end sessions according to the published schedule, including stopping for morning and afternoon Education Breaks.**
- Chairs are asked to make the following housekeeping remarks before introducing the first presenter:

Meeting attendees are reminded that audio or video recording is not permitted during the Annual Meeting. Photography of educational content is not permitted without the consent of the speaker. Each presenter is asked to note at the beginning of their presentation if the audience may or may not photograph or record portions of their presentations.

- **Education session chairs** may organize an appreciation meal with their presenters and submit a request for reimbursement (with receipt) for that meal, for up to 6 people at up to \$50 per person, after the meeting. For reimbursement, send a completed, signed [reimbursement request form](#), with receipts attached, and [bank wire form](#) (for direct payment to a bank account) to meetings@acvp.org within two weeks after the Annual Meeting.

ACVP greatly appreciates your time and significant contribution to the Annual Meeting!