

actrims
2022 FORUM
West Palm Beach, Florida
February 23-26

**ACTRIMS Forum 2022
Affiliate Partner Symposium Packet**

SYMPOSIUM MATERIALS

As an affiliate partner of ACTRIMS hosting a symposium at the ACTRIMS Forum 2022, you have agreed to provide the below materials by the deadline dates to ensure we have all the appropriate information to effectively promote, accredit and prepare for your program. Please complete the requests for program and speaker materials by the dates listed below. *Completion of these items are required before the start of the Forum for participation in this event.*

Upon acceptance and for your convenience, you will receive several calendar invitations for the deadlines below and other important dates regarding your participation in the ACTRIMS Forum 2022.

Deadline: Monday, September 20, 2021

- **Session Title/Theme Determined:** The theme of the symposium identified and communicated to ACTRIMS for promotion and CE purposes.

Deadline: Friday, October 29, 2021

- **Speakers Invited:** For speakers that are invited as part of your symposium, they should be invited to speak by Friday, October 29, 2021, and communicated to ACTRIMS for promotion and CE purposes.

Deadline: Wednesday, December 1, 2021

- **Disclosure Form:** All speakers complete their disclosure form [here](#).
- **Presentation Titles:** Preliminary titles for each presentation within your symposium that is based on the theme.
- **Abstract:** Each speaker is required to submit an abstract for their presentation. Note that this abstract will be published on the ACTRIMS Forum 2022 Online Program and in the *MS Journal* online. Each abstract should include the following sections: background, objectives, methods, results, conclusion. There is a character limit of 2,500, exclude spaces.

Deadline: Tuesday, February 1, 2022

- **PowerPoint Presentation:** While you can upload newer versions of your slides in the Speaker Ready Room once you are onsite, we **require** speakers to upload a near final draft of their slides by the above deadline date. This requirement is essential as your slides will need to be reviewed and approved for CE accreditation.
- **Permission to Share:** Please indicate whether ACTRIMS has permission to share your slides with attendees.

SPEAKER GUIDELINES

- Prepare your presentation to address the topic title provided.
- Note that your audience includes both physicians and scientists so please include a clinical application aspect to your talks as well as basic science (if applicable).
- Rehearse your talk and test the technology in the Speaker Ready Room onsite in the Speaker Ready Room. The Speaker Ready Room will mirror the same technology setup as the General Session room.
- Plan to attend the onsite training session
- When someone asks a question, please provide a focused response.

PRESENTATION GUIDELINES

Please note that it is crucial that you adhere to the deadlines listed above so as not to compromise the ACTRIMS Forum accreditation status and CE hours available to attendees.

- Presentations should be a widescreen PowerPoint. If your presentation does not meet this requirement, your presentation will not display properly in the meeting room.
- **Do NOT put your disclosure details in your slides.** Disclosures will be provided to attendees in a separate Disclosure Booklet via the mobile app.
- Presentations will be reviewed for CE credit which is why your slides must be uploaded by Tuesday, **February 1, 2022**. After your presentation has been reviewed and approved for CE, you will be permitted to make minor changes which you will reupload onsite in the Speaker Ready Room by **6pm the night before your session**.
- Please name the file following this structure: **LastName_PresentationDate_SessionNumber**
- Once you upload your presentation to the speaker portal or in the Speaker Ready room, it will be waiting for you in the Forum in the general session room. The Forum organizers will not allow presenters to bring their PowerPoint materials straight to the session room.
- **Preparation:** We encourage all speakers to survey the room before presentations start on their assigned day to view the room setup. Please arrive no later than 15 minutes prior to your presentation. We will adhere to the program schedule and cannot allow any presentations to extend beyond their time limit.
- **Audio & Visual Equipment:** A laptop with your presentation pre-loaded, projector, screen, podium with microphone, confidence monitor, wireless lavalier, slide advancer and internet connection will be available for your use. You will not be able to use your own laptop or flash drive during your presentation.

SPEAKER READY ROOM

The Speaker Ready Room will be open starting Wednesday, February 23. You are required to visit the Speaker Ready Room to test the technology. More details on the Speaker Ready Room hours will be provided later.