Patient Perspectives
POSTER PROGRAM
Guidelines and Procedures

November 8–13
Georgia World Congress Center
Atlanta, GA

rheumatology.org/Annual-Meeting/
Program/Patient-Posters
Program Overview

The American College of Rheumatology (ACR) and the Association of Rheumatology Health Professionals (ARP) invite people who have been impacted by rheumatic diseases along with patient sponsor organizations to submit posters for the new Patient Perspectives Poster Program. These posters will allow people affected by rheumatic disease to share their journeys and experiences living with rheumatic diseases with the thousands of rheumatology healthcare providers attending the Annual Meeting.

Accepted submissions will be published in an official journal of the American College of Rheumatology, Arthritis & Rheumatology, and the primary author (patient impacted by rheumatic disease) will be asked to prepare a digital poster with input and assistance from their sponsor organization. The primary author (patient impacted by rheumatic disease) will be provided one-day complimentary registration to the 2019 ACR/ARP Annual Meeting on Sunday November 10, and have the opportunity to present their digital poster. Please note that all other expenses incurred by attending the meeting are the responsibility of the presenter and/or the sponsor organization.

Important Dates

Submission
Tuesday, April 9 Submission Site Opens
Tuesday, June 4 Submission Site Closes (noon ET)
Mid-August Primary author (patient impacted by rheumatic disease) Notification
Thursday, August 20 Withdrawal Deadline

Registration and Housing
Wednesday, June 12 ACR/ARP Member Registration and Housing Opens
Wednesday, June 26 Non-Member Registration and Housing Opens
Wednesday, August 28 Early Bird Registration Rate Deadline
Wednesday, October 30 Advance Registration Rate Deadline

Annual Meeting
November 9 - 12 Digital Posters on Display
Sunday, November 10, 11:30 AM - 1:30 PM Poster Presenter Attendance Required (designated 45 minute timeslots will be given to presenters prior to meeting)

Need Help?

• Should you need technical support, please email support@ConferenceAbstracts.com or call (410) 638-9239 between the hours of 9 am–9 pm ET, Monday–Friday to reach a support specialist.

• For general guideline inquiries regarding submission, email akane@rheumatology.org.

PATIENT PERSPECTIVE SUBMISSION DEADLINE: June 4, noon ET!
Guidelines for 2019 Patient Perspectives Poster Program

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Part I: Submission

Eligibility

Who Is Eligible to Submit?

- Members and non-members of the ACR and ARP are eligible to submit. The primary author is required to be someone who is living with a rheumatic disease. All submissions are required to include a patient sponsor organization, such as a nonprofit patient group.
- Organizations that meet the ACCME's definition of a Commercial Interest are not eligible to be sponsor organizations. [http://www.accme.org/accreditation-rules/policies/definition-commercial-interest](http://www.accme.org/accreditation-rules/policies/definition-commercial-interest)

What Is Eligible for Submission?

- Submissions should address the question: “What adaptations did you and/or your healthcare team adopt to better care for your health?”
- Submissions should demonstrate an idea that was put into practice, and the poster will explain in detail how the idea resulted in improved quality of life.
- Examples include but are not limited to:
  - Interventions with exercise, diet, or lifestyle
  - Use of complementary therapy (not medication specific)
  - Enhanced communication to impact your patient care
  - Examples of engagement with health professional team
  - The impact social media and/or support groups have made on your care
  - Other adaptations made by you and your healthcare team that you think other physicians and rheumatology health professionals should know more about
- Sponsor organizations may be included in multiple submissions.
What Is Not Eligible for Submission?

- Medication- or therapy-specific interventions will not be accepted.
- Submissions that report work that has been accepted for publication as a manuscript (e.g., full-length article, brief report, case report, concise communication or letter to the editor, etc.) prior to the ACR/ARP submission deadline of noon ET on Tuesday, June 4, 2019 are ineligible for consideration.
- Multiple submissions may not be submitted by the same primary author (patient impacted by rheumatic disease).

Submission Instructions

- All submissions must be made online.
- Visit the online submission site to get started.
- Submitters will be able to access complete submission instructions and guidelines via the online submission site.
- Each submission has a $20 processing fee. The ACR accepts electronic payment only in the form of MasterCard, Visa, or American Express. Processing fees must be in U.S. funds. All fees are non-refundable—no exceptions. There are no refunds for rejected or withdrawn submissions.
- **SUBMISSION DEADLINE: Tuesday, June 4, 2019, noon Eastern Time—no exceptions.** No changes may be made to your submission, including author information, after the deadline.

Guidelines

Abbreviations

- Use standard abbreviations. A list of acronyms for many common rheumatology terms has been developed by an international group of rheumatology journal editors.
- Place abbreviations in parentheses after the first time the full word appears.
- Use numerals to indicate numbers, except when beginning sentences.

Character Limit

- **Title** character limit: 250 characters, excluding spaces
- **Body** character limit: 2,750 characters, which EXCLUDES the title, names of authors/co-authors, authors’ affiliations, spacing, and disclosures.
- **Image, table, and/or graphic** limit: There is a limit of three image, table, and/or graphic uploads per submission. **New this year:** Uploaded tables and/or graphics will not count towards the character limit
- References in the submission body will be included against the character count.
- Submissions exceeding the character limit will be considered “incomplete.” Submissions marked “incomplete” at the close of the submission deadline will be ineligible for review.

Title

- Enter the title in the title field only and do not enter the title in the body of the submission. When entered in the title field only, titles DO NOT count towards the 2,750 abstract body character limit.
- Title character limit is 250 characters, excluding spaces.
- Take special care when entering your title, as it will be published exactly as submitted.
- Titles should be brief, clearly indicating the nature of the presentation.
- Include only commonly used acronyms in the title.
- Do not reference any company/product brand names

PATIENT PERSPECTIVE SUBMISSION DEADLINE: June 4, noon ET!
• When entering the title, use mixed case (do not use all caps OR all lowercase). Do not put a period at the end of
the title. For example:
Correct:
This Is a Properly Formatted Title
Incorrect:
THIS IS AN IMPROPERLY FORMATTED TITLE
This is an improperly formatted title
T his is an imp roperly formatted title.

Authors
• The primary author should be a patient impacted by rheumatic disease.
• To qualify for authorship, individuals must have made substantial contributions to conception and design of the
submission.
• Do not list authors or commercial relationships in the body of the submission.
• Please consult with your co-authors on how their names should appear prior to submission. You will not be able
to make changes after the submission deadline.
• All authors must disclose any relevant financial relationship(s) at the time of submission.
• There is no limit on the number of authors that may be included in the author block.
• See the Disclosure Policy section below for additional author identification instructions.

Content
• Do not use new technical words, laboratory slang, words not defined in dictionaries, or abbreviations or
terminology not consistent with internationally accepted guidelines. If a product name is used, the non-
propriety (generic/scientific) name should be used.
• Refer to the list of commonly used acronyms for recommendations on acceptable terms for scientific
communication.
• Define special or unusual abbreviations the first time they are used.
• Omit all names and geographical references in the body of the submission.
• Organize content in sections as follows. The submission form contains rich text boxes for each section, where
content may be copy/pasted or typed directly. You do not need to include the section titles, which will be added
automatically.
  – Background/Purpose: The primary author (patient impacted by rheumatic disease) should explain their
original diagnosis and treatment.
  – Treatment: The specific idea, change, or intervention should be described.
  – Maintenance: A summary of the results in the patient’s health based on the changes made should be
provided.
  – Quality of Life: Current patient quality of life should be described.

Images, Tables, and Graphics
• Up to three images are allowed
• The maximum allowable size of each image is 2.5 MB.
• Images will be accepted as PNG, JPG, GIF, or PDF files.
• Please upload all tables as an image. This will help us ensure consistent and accurate output of your
submission at time of publication.
• IMPORTANT: Images, tables, and/or graphics exceeding the total limit of three may be marked “incomplete” at
the close of the submission deadline and will be ineligible for review.

Disclosure Statement Submission
• If there are relationships that create a conflict of interest, these must be resolved in accordance with the .ACR’s
CME Resolution of Conflict policy prior to the participation of the individual in the development or presentation
of CME content.
• Submissions will not be eligible for review without proper completion of the conflict of interest/disclosure section on the submission form.
• Accepted disclosures collected at the time of submission will be published on the ACR website.

Involvement of Individuals Not Listed as Authors
• Names of all individuals who had a substantial role in the study or preparation but are not included in the list of authors (such as a medical writer) must be disclosed in the body of the submission.
• For each individual, please describe the activity or activities (e.g., one or more of the activities included in the authorship criteria list).

Revisions
• You may return to the online submission site to revise your submission until noon ET on Tuesday, June 4.
• After this date/time, the submission site will close and no additional changes, edits, revisions, etc. can be made to the title, content, author, or disclosure information—no exceptions.
• Proofread carefully to avoid errors prior to submission.
• Selected submissions will be published online exactly as submitted.
• Should a submission contain errors or the omission of contributing author names after the deadline, presenters may opt to have the submission withdrawn. Refer to the Withdrawals section of this guide for instructions.

Study Sponsor Statements
• All submissions should be supported by a nonprofit patient organization. If the study was sponsored by a pharmaceutical company, biotech company, or other commercial enterprise. A “Study Sponsor Statement” must be included.
• This statement describes the organization/entity’s role in the conduct and reporting of the study.
• Study sponsor statements will be published in electronic version only on the ACR website.

Withdrawals
• After June 4, presenting authors may submit a request to have a submission withdrawn.
• All requests for withdrawal must be submitted via email to: withdrawn@rheumatology.org.
• Withdrawal requests must include the following:
  – Submission ID Number
  – Submission Title
  – Author’s Name
• Removal of a withdrawn submission from the online supplement of Arthritis & Rheumatology cannot be guaranteed if the request is received after Thursday, August 15.

Review and Notification

Review
• After the submission deadline, completed submissions will be reviewed.
• Incomplete submissions cannot be processed and will not be reviewed.
• Revisions will not be accepted after the submission deadline—no exceptions.
• All reviewers are required to sign a confidentiality agreement.
• All submissions will be blinded for review, i.e., reviewed without knowledge of the author(s), institution(s), or disclosure information.

Acceptance/Rejection Notifications
• Both the primary author (the patient impacted by rheumatic disease) and co-authors will receive initial notification of acceptance/rejection.
• After initial notification, co-authors will be referred to the presenting author for any additional questions. No further correspondence will occur between the ACR and co-authors. Should the primary author be unresponsive after 30 days from first notification, ACR staff will contact the designated secondary contact author.

Registration & Housing

• Submission or acceptance does not register you or ensure hotel accommodations for the Annual Meeting. Following notification of acceptance, the presenting author is required to register themselves. A discount code for complimentary registration will be provided. If registrations are made in advance, refunds will not be provided. See presentation below for more information.

• Primary author (patient impacted by rheumatic disease) and/or sponsor organizations are responsible for their own hotel accommodations, travel, and expenses.

• Registration and housing will open for ACR/ARP members on Wednesday, June 12, and for non-members on Wednesday, June 26. Learn more about registration and housing on the Annual Meeting website.

Part II: Presentation and Publication

Presentation

• All accepted submissions (Patient Perspective Stories) will be asked to develop a digital poster (Patient Perspective Posters). Detailed guidelines will be provided upon acceptance.

• The primary author (patient impacted by rheumatic disease) will be provided complimentary one-day registration to attend the ACR/ARP Annual Meeting in Atlanta, GA. They should plan to attend on Sunday, November 10th in order to present their poster during the designated poster presentation time, 11:30 AM – 1:00 PM ET. Additional activities may be arranged for patient attendees, and will be communicated to accepted presenters once confirmed.

• As English is the designated language for the meeting, the primary author (patient impacted by rheumatic disease) is required to speak English when discussing posters.

Publication

• Patient Perspective Stories will be published in an online supplement of Arthritis & Rheumatology, an official journal of the American College of Rheumatology.

• Patient Perspective Stories will be available on the Annual Meeting abstract site several weeks before the meeting.

• Patient Perspective Posters will be displayed online and can be accessed via the ACR website for one year following the meeting.

Part III: Policies

Conflict of Interest

ACCME Standard and ACR Policy Regarding Third-Party Bias

• In accordance with ACCME requirements and ACR policy, submissions selected for poster presentation must be free of bias.

• Do not reference any company/product brand names during your presentation. University, non-profit association, or government agency logos are allowed in the body of your presentation.
The ACR requires that educational materials that are part of a CME activity, such as slides, stories, and handouts, not contain any advertising, trade names, or a product group message.

Disclosures must never include the use of a trade name or a product group message.

For poster presentations, disclosures must be listed once at the bottom of the poster.

**Disclosure Policy**

- As a CME provider accredited by the [Accreditation Council for Continuing Medical Education](https://www.acme.org) (ACCME), the ACR must ensure balance, independence, objectivity, and scientific rigor in all its educational activities.

- To this end, the ACR requires that individuals (presenters/speakers, moderators, reviewers, authors, and planners and their spouses/partners) disclose to the planning committee, ACR, and audience any *relevant financial relationships with commercial interests* that have the potential to affect the content of CME about the products or services of that commercial interest. In the case where such relationships exist, the ACR must resolve the conflict of interest.

- If no relationships exist, individuals **MUST STATE** that **NONE** exists to reflect that the question was asked and answered.

- The ACCME defines **relevant financial relationships** as financial relationships in any amount occurring within the past 12 months for both the individual and/or spouse/partner:

  - **Relevant Financial Relationships**
    - None: Has no relevant financial relationship to disclose.
    - 1. Shareholder
    - 2. Grant/Research Support
    - 3. Employee
    - 4. Ownership Interest (stocks, stock options, or other ownership interest excluding diversified mutual funds)
    - 5. Consulting Fees (e.g., advisory boards)
    - 6. Officer or Board Member
    - 7. Royalties
    - 8. Speaker/Honoraria includes speakers bureau, symposia, and expert witness
    - 9. Other Financial or Material Support

  - **Commercial Interest** is considered any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by or used on patients.

  - **Conflict of Interest** exists when individuals (within 12 months, including the spouse/partner) have a relevant financial relationship with a commercial interest and the opportunity to affect the content of the CME about the products or services of that commercial interest.

**ACR Embargo Policy**

Accepted Patient Perspective Stories will be available to the public online in advance of the meeting, and are published in a special online supplement of our scientific journal, *Arthritis & Rheumatology*. Information contained in those may not be released until the submissions appear online. Academic institutions, private organizations, and companies with products whose value may be influenced by information contained in a Patient Perspective Story may issue a press release to coincide with the availability on the [ACR/ARP Annual Meeting abstract website](https://www.acr.org/ACR/Annual-Meeting). However, the ACR continues to require that information that goes beyond what is contained in the Patient Perspective Story (e.g., discussion of the
Patient Perspective Story done as part of a scientific presentation or presentation of additional new information that will be available at the time of the meeting) is under embargo until **4:30 PM ET on November 9**.

Violation of this policy may result in the Patient Perspective Story being withdrawn from the meeting and other measures deemed appropriate. Authors are responsible for notifying financial and other sponsors about this policy. If you have questions about the ACR embargo policy, please email abstracts@rheumatology.org.

**Copyright Policy**

The Annual Meeting is a private event. Programs presented at the meeting are for the education of attendees and purchasers of recorded presentations as authorized by the American College of Rheumatology. The information and materials displayed and presented during this meeting are the property of the ACR and the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without written permission of the American College of Rheumatology and the presenter. Any use of the program content for commercial purposes, which includes, but is not limited to, oral presentations, audiovisual materials used by speakers, and program handouts, without the written consent of the ACR is prohibited. This policy applies before, during, and after the meeting. The ACR will enforce its intellectual property rights and penalize those who infringe upon it.

**Permissions and Reprints**

Copyright law covers all **Patient Perspectives Stories** published by the American College of Rheumatology. All rights reserved. No **Patient Perspective Stories** may be reproduced in any form or by any means without the prior permission of the publisher, except as permitted under section 107 and 108 of the 1976 United States Copyright Act.

For the purposes of this statement, the term **Patient Perspective Stories** refers to Patient Perspectives Stories as published in **Arthritis & Rheumatology** and posted online.

For the purposes of this statement, the term **Patient Perspective Posters** refers to the accepted stories digital poster presentations. **This does not include Patient Perspective Story text as published in the online supplement of Arthritis & Rheumatology.** All **Patient Perspective Posters** are the property of the ACR and the primary author (patient impacted by rheumatic disease) and cannot be reproduced or distributed without written permission from the ACR and the primary author (patient impacted by rheumatic disease).

For the purposes of this statement, the term “reproduce” includes all forms of reproduction, including, but not limited to, print, electronic, and photographed formats.

For the purposes of this statement, the term “primary author” refers to the patient impacted by rheumatic disease, who is designated as the individual who will present the work during the ACR/ARP Annual Meeting, as identified through the submission process.

**Approval Process for Patient Perspective Stories**

- Excerpts or the entirety of **Patient Perspective Stories** may not be reproduced without the prior written permission of the publisher.

- Permission requests for story content and other permission inquiries should be addressed to:

  **Permissions Department**
  c/o John Wiley & Sons, Inc.
  111 River Street
  Hoboken, NJ 07030
  Fax: 201-748-6008
  wiley.com/go/permissions

- Commercial entities seeking permission to reprint must obtain all materials from the author and/or publisher John Wiley & Sons, Inc. The ACR cannot provide any materials.

**PATIENT PERSPECTIVE SUBMISSION DEADLINE: June 4, noon ET!**
Approval Process for Patient Perspective Posters
- Reprint requests for the actual stories published in the *Arthritis & Rheumatology* supplement are considered **Patient Perspective Stories** and must be submitted to Wiley (see approval process above).
- Requests to reproduce individual Patient Perspective digital posters, poster figures, or booklets of two or more poster presentations must be submitted via email to abstractreprints@rheumatology.org.
- Poster reproduction requests must include the following:
  - Poster ID Number
  - Poster Title
  - Primary author’s Name
  - A copy of Primary author’s written approval (email approval is acceptable)

Reproducing Patient Perspective Stories and Posters for Dissemination Prior to the Annual Meeting
- Requests to reproduce Patient Perspective Stories for dissemination prior to the Annual Meeting will not be approved.
- Per the ACR Embargo Policy, academic institutions, private organizations, and companies with products whose value may be influenced by information contained in a story may issue a press release to coincide with the availability of a story online.
- Permission to issue a press release does not require ACR approval. However, it must comply with the ACR Embargo Policy; violation of this policy may result in the story being withdrawn from the meeting or other measures deemed appropriate.
- For more information regarding press releases, please contact the ACR public relations department at pr@rheumatology.org.

Reproducing Patient Perspective Stories and Posters for Dissemination During the Annual Meeting
- Following approval (see approval process above), an exhibiting organization may disseminate copies of individual Patient Perspective Stories from its exhibit space. Booklets of stories (e.g., two or more) may not be produced.
- Following approval, an exhibiting organization may disseminate information summaries (title/date/time/poster number) of Patient Perspective Stories from its exhibit space. Summaries may not reference company or product names. Requests for approval must be submitted in writing to abstractreprints@rheumatology.org.
- Primary authors may disseminate individual copies of their Patient Perspective Poster during their assigned poster presentation time only in the area directly in front of their assigned poster space. This must not interfere with other poster presentations.
- Presenters may provide an electronic copy of the poster via a QR code.

Reproducing Patient Perspective Stories and Posters for Dissemination After the Annual Meeting

Patient Perspective Stories
- Following approval from Wiley (see approval process above), the ACR permits Patient Perspective Stories (i.e., all content published in the online supplement) to be reprinted and disseminated following the Annual Meeting.
  - Patient Perspective Stories and booklets of Patient Perspective Stories (e.g., two or more) must include the following statement on the front of the story/booklet: *Patient Perspective Story(ies) reprinted from the ACR/ARP Annual Meeting held November 9-13, 2019. The American College of Rheumatology does not guarantee, warrant, or endorse any commercial products or services. Reprinted by (insert name of supporting company).*
  - Booklets cannot contain corporate or product logos or any advertisements. **No exceptions.**

Patient Perspective Posters
- Following approval from the primary author and the ACR (see approval process above), copies of actual Patient Perspective Poster presentations (i.e., images from the poster presentation) may be reproduced.
  - Reprint requests for the actual text published in the *Arthritis & Rheumatology* supplement are considered **Patient Perspective Stories** and must be submitted to Wiley (see approval process above).
  - **IMPORTANT:** The ACR does not retain and cannot provide poster presentation images.

**PATIENT PERSPECTIVE SUBMISSION DEADLINE:** June 4, noon ET!
• The following statement must be listed under each poster reprint:

*Reprinted from the ACR/ARP Annual Meeting held November 9-13, 2019. The American College of Rheumatology does not guarantee, warrant, or endorse any commercial products or services. Reprinted by (insert name of supporting company).*

**Media**

Credentialed media attend the Annual Meeting to cover stories for consumer, trade, and other media outlets and are easily identified by their black press ribbons. Media has access to all general sessions and limited access (at the discretion of speakers) to Meet the Professor and Workshop sessions. Media may use handheld audio recorders and still cameras (assuming that intellectual property copyrights are respected); moving video recording is also permitted with the permission of the presenter(s). The exception to this policy is that no photos or video are allowed in the Exhibit Hall, or in the Poster Hall without permission from the poster presenter. Press who would like general photos of the Exhibit Hall can obtain these after the meeting from the ACR. For more information about the ACR’s media policies, contact the public relations department at pr@rheumatology.org.

**Photographs and Video Recording Policy**

ACR policy does not permit photographs or recordings during educational sessions, including poster sessions, without the permission of the presenting author. The only exception to this is for registered media, who should review their registration materials for more information.

**Content Use**

**Use of the ACR Name**

The names, insignias, logos, and acronyms of the ACR, the ARP, and the Rheumatology Research Foundation are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is prohibited without the express written permission of the American College of Rheumatology.

**Use of the ACR Disclosure Key**

It is suggested when referencing disclosures in the reprints, that the ACR’s disclosure key be added to provide adequate context:

None: Has no financial relationships to disclose

1. Shareholder
2. Grant/Research Support
3. Employee
4. Ownership Interest (stocks, stock options, or other ownership interest excluding diversified mutual funds)
5. Consulting Fees (e.g., advisory boards)
6. Officer or Board Member
7. Royalties
8. Speaker/Honoraria includes speakers bureau, symposia, and expert witness
9. Other Financial or Material Support

**Use of the ACR Scientific Program Content**

• Information displayed or presented at all sessions during the Annual Meeting is the property of the ACR or the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced, or distributed without the prior written permission of the ACR and the presenter.
• Any use of the program content, including all oral presentations, audio-visual materials used by speakers, and program handouts, is prohibited without the written consent of the ACR.
• The ACR’s intellectual property rights policy applies before, during, and after the meeting. Violators may be penalized.

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