

2021 ACR Annual Meeting Study Group Guidelines

Purpose and Format

Study Groups are small networking sessions for less than 100 participants designed to bring together individuals with a common interest in one disease, a group of related disorders, or a specialized field of study to discuss and disseminate information.

- Study groups must design to support this purpose.
- Study groups that consist of lectures and didactic presentations only will not be accepted.
- Study groups are open to all ACR Convergence 2021 participants.
- CME credits will not be provided for study groups.

The 2021 study groups will be held virtually. Study groups will be held live and will not be pre-recorded.

Important Dates

- **Tuesday, April 13:** Study Group Application Site Opens
- **Tuesday, June 1 (noon ET):** Study Group Application Site Closes
- **Late August:** Coordinator Notification
- **Tuesday, September 28:** Final study group slides, education materials, and polls due

Assignment of Date and Space

Study groups will be held 7:30 – 8:30 AM ET on the following dates:

- Saturday, November 6
- Sunday, November 7
- Monday, November 8
- Tuesday, November 9

Schedule Conflicts: As part of the submission process, you will have the option to list your preferred day. The ACR will make every effort to provide you with your first, second, or third preference. However, the ACR cannot rearrange its programming to accommodate study groups. Study group coordinators are expected to resolve any conflicts, e.g., find alternate faculty if the assigned date is not acceptable.

Each study group's duration may not exceed 60 minutes and must be held in the assigned space.

Registration and Expenses

Study group coordinators and any participating faculty are responsible for purchasing their meeting registration and related costs. The ACR will not provide complimentary registration, stipends, or reimbursement for any expenses associated with the study group.

Technical Support

The study group coordinators and faculty must come to the green room at 7:00 AM ET (30-minutes before the study group start time). ACR will provide limited technical support.

ACR Expectations and Policies

- Each study group must present a fair and balanced discussion.
- Collecting dues or registration fees or accepting financial support from industry or other third parties is not permitted.
- Study group coordinators must be present at their study group session.
- Study group coordinators are responsible for inviting the faculty and managing the study group's administrative duties.

Publication/Promotion of Session

The ACR will publish the following information in the ACR's materials:

- Study group title
- Names of up to two coordinators/facilitators
- Study group overview (optional)
- Study group objectives (optional)

Should you wish to include additional faculty names, please list their name in the session overview.

Educational Materials and Evaluations

- Coordinators may share three electronic files containing educational materials aligned with the study group and two unique polling questions.
- Coordinators must upload educational materials and polling questions to the faculty portal by September 28, 2021. ACR will not be able to include materials and polling questions received after the deadline.
- If slides are used during the study group, the coordinators must upload the presentation to the faculty portal by September 28, 2021.
- Materials may not be associated with or reference the ACR or the annual meeting.
- Funding from industry or third parties to produce such educational materials is not permitted.
- Participants will be able to rate the study group using a 5-star rating. The results are available to all ACR Convergence 2021 participants. The ACR will be unable to provide separate reports to the study group coordinators.

Review Process

- Study group applications will be reviewed by the annual meeting planning committee and selected based on the application's merit.
- The ACR has a limited number of study groups slots available – it is anticipated the 2021 review process will be competitive.
- The review team will not review incomplete applications.
- The ACR will not accept revisions after the submission deadline.

Contact the ACR

- Should you have any questions regarding study groups, please contact us at studygroups@rheumatology.org.