



Guidelines for Presiders and Facilitators

ACHA 2023 Annual Meeting
Boston, MA

General Information

- Check your Final Program for the **date, time, and location** of your assigned session. Please arrive 15-20 minutes early in your assigned room. If for some reason you are no longer able to serve in your role as presider or facilitator for your session, either email kwilkins@acha.org or go to the ACHA Speaker and CE Support Booth in the meeting registration area and let Katie Wilkins know.
- If the presenters submitted their **slides** in advance via the ACHA Speaker Portal, they should be uploaded onto the laptop in the meeting room. If there are any problems, please step out of the room and look for any staff person. If you do not see anyone in a few minutes, please go to the ACHA Speaker and CE Support Booth or the ACHA Information Booth in the ACHA registration area for assistance. A staff person will then notify the proper staff to investigate the problem or concern.
- All **session evaluations and requests for CE** will be completed online. Attendees who will be requesting credit will receive a flier with instructions when they pick up their badge. If you would like worksheets to jot down your evaluation notes, they are available at the ACHA Speaker and CE Support Booth. *Attendees who are not requesting credit should still be encouraged to complete the session evaluations.*
- Attendees requesting **NASW credit for social workers, NBCC credit for counselors or ACPE credit for pharmacists** are required to document their attendance at sessions in order to receive credit. These individuals received their self-monitoring attendance sheets via email prior to the meeting and should return them to the ACHA Speaker and CE Support Booth. Additional sheets are available at the ACHA Speaker and CE Support Booth.
- Most presenters do not provide **paper handouts of their slides**. But if they do and there are any extras, they should be placed on the Resource Tables in the meeting registration area or taken to the ACHA Speaker and CE Support Booth.
- Speakers must check in at the **Speaker Ready Room**, where they can submit and preview their presentation materials using the AV equipment in the room. Check the Final Program for the location and hours the room is available.

Presider Responsibilities

- Please meet your speaker(s) before the session. In the interest of saving time, we are asking that speaker(s) introduce themselves. You should still announce the session title, introduce the primary speaker by name, and then “turn it over” to the speaker(s). **You should have received a scripted introduction via email prior to the meeting.** If you did not receive it or do not have access to it, please go to the ACHA Speaker and CE Support Booth.
- If your session has not been assigned a facilitator, please greet attendees and encourage them to sit in the front of the room. By doing so, you will be able to direct latecomers to appropriate vacant seating. You may also have to encourage attendees to move to the middle seats so others can be seated more easily.
- Assist with distributing any speaker(s) handouts.
- Timekeeper—Please start and end the session on time. It is your responsibility to assist the speaker(s) in staying on time. It is very likely that there is another presentation scheduled following your session in the same room. There will be a two-sided “10 minute” and “5 minute” reminder card in the meeting room to assist with this task. Please **return the card to the podium** after your session so that it can be used for the next session.
- Please ask all attendees in the room to **turn off their cell phones** and other electronic devices or set them to vibrate.
- Remind participants that evaluations of sessions and requests for CE will be completed online.
- The speaker and presider/facilitator evaluations will be conducted online immediately after the meeting. You will receive an email from the ACHA national office with the link to the evaluation. We appreciate your feedback and will use it to make improvements to future meetings!

Thank you very much!

Facilitator Responsibilities

- Greet attendees as they come into the room and encourage them to sit in the front of the room. By doing so, you will be able to direct latecomers to appropriate vacant seating. You may also have to encourage attendees to move to the middle seats so others can be seated more easily.
- Remind participants that evaluations of sessions and requests for CE will be completed online.
- Assist with distributing any speaker(s) handouts.
- In some cases, you may have to perform the duties of the presider as well.
- Troubleshoot as needed for the presider and speaker(s).
- The speaker and presider/facilitator evaluations will be conducted online immediately after the meeting. You will receive an email from the ACHA national office with the link to the evaluation. We appreciate your feedback and will use it to make improvements to future meetings!

Please return the “5/10 minute” card to the podium after your session so that it can be used for the next session.

Thank you very much!

Preventing Bias in Educational Sessions

There have been instances in the past where a comment made by a speaker or a question asked by an attendee has led to a discussion that would be considered “introducing bias into the educational activity” by the accrediting bodies that allow ACHA to award CE. Presiders may recognize that the discussion is inappropriate for a CE activity but may not know exactly how to handle it.

Speakers should already be aware of what they can and can't say during their presentation and have all been sent an email that included the following policies:

- All educational activities must be developed and presented with independence, objectivity, and scientific rigor, free from promotion of specific goods or services, and free from bias. Therefore, **marketing and promoting products and/or services is strictly prohibited:**
 - Educational sessions must be free of marketing or sales of products or services. Presenters must not actively promote or sell products or services that serve their professional or financial interests in the educational space 30 minutes before or after the session.
 - Educational materials (including slides, handouts, etc.) must not contain any marketing produced by or for a company, including corporate or product logos, trade names, or product group messages.
 - Presentations must give a balanced view of therapeutic options (if applicable). Use of generic names will contribute to this impartiality. If the presentation material or content includes trade names, where available, trade names from several companies should be used, not just trade names from a single company.
 - No speaker who is a book author may sell, display, promote, read excerpts from, or distribute all or any portion of the book during the educational activity.
 - No subsequent promotional activities will refer to ACHA.

We understand that it may be awkward to interrupt a speaker if something inappropriate is stated, or you might not be sure if bias is present. Here are some scenarios that may help if you find yourself in this position. They are a little exaggerated to prove the point, but it might help you pick up on a more subtle comment. As a presider or facilitator, **it is your choice** as to whether you want to intervene.

Scenario #1

Presenter: “All of this data is included in my book, *The ABCs of XYZ Disease*, which is available through my website. . .”

Presider: “I respectfully ask that you do not promote your book during this session as that goes against our CE policies.”

Scenario #2

Participant: “If my campus wanted to bring you on as a consultant for student health insurance, how could I reach you?”

Presider: “The speaker is not allowed to promote a service during this session. Please make arrangements to discuss this outside of the meeting room.”

Scenario #3

Speaker: “The next slide (which is included in your handouts) provides ordering information for this vaccine, which I would recommend over the competitor's.”

Presider: “I need to ask that you not distribute that handout to participants and that you refrain from showing bias for a specific manufacturer's product.”

If a situation involving bias occurred at a session you were helping with or simply attending, please email Susan Ainsworth at sainsworth@acha.org. It's helpful for us to know the context in which these situations arise so that we can better inform the speakers in future years.