



Australian Cardiovascular Health
and Rehabilitation Association

Annual Conference Guidelines

Updated 21/08/2022

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Using these Guidelines

These guidelines have been developed to assist with the organisation of the ACRA annual scientific meeting.

Each host state will have members with different skills and experiences in organising meetings of this nature. Over time, it is hoped that these guidelines will incorporate changes that reflect those experiences. It is anticipated, therefore that this document will be a dynamic one that changes with each conference.

Sample forms have been included to provide the next host state with a basis from which to start.

Aim of the ACRA Annual Scientific Meeting (ASM) - otherwise termed the Annual ACRA Conference

The aims of the Annual Scientific Meeting for ACRA are:

- To provide an education forum for members, with emphasis on exchange of up-to-the-minute evidence-based practice for Cardiovascular Health (CH) and Cardiac Rehabilitation (CR) professionals of all disciplines in clinical, research, policy and education areas of CH and CR.
- To provide a forum for the presentation of Australian and international research in cardiovascular health, rehabilitation and secondary prevention.
- To conduct the ACRA Annual General Meeting (AGM).

Responsibilities of ACRA

ACRA has a responsibility to its members to produce a high-quality annual scientific and clinical educational forum that enables updating of knowledge and skills, exchange of ideas, and networking amongst those involved or interested in cardiovascular health and cardiac rehabilitation, as well as providing relevance to all disciplines involved in secondary prevention and the rehabilitation of people with cardiovascular disease.

The ACRA Executive accepts the overall financial responsibility for the annual conference and as such requires regular updates on the financial position of the conference.

ACRA and the host state has responsibility where possible to members to ensure that the annual conference makes a surplus as incurring an expense would be passed on to Members.

The ACRA executive is responsible for giving the host state association three years' notification of the state's responsibility to host the ACRA annual conference.

ACRA Executive is responsible for providing a conference float as designated in the budget to the host state association, to meet initial conference expenses. The float will be available in the month of February of the year prior to the conference year (when the conference is being held in the month of August), or a minimum of 18 months prior to the annual conference. Seeding monies are to be made available to the host state immediately after the preceding year's conference or earlier with prior arrangement from the Treasurer and the President of ACRA.

The President of ACRA is responsible for the organisation of the Annual General Meeting to be conducted at the Conference at a time negotiated with the Conference Management Committee (CMC) and will liaise closely with the Conference Convenor (CC). The ACRA Executive is responsible for forwarding any information that directly or indirectly impacts on the organisation of the annual conference to the CMC via the nominated CC.

Responsibilities of the State (ACRA) Association running the Annual ASM

Planning for the annual conference is to commence approximately 24 months prior.

The first step of the state association is to form a Conference Management Committee.

[Appendix 1](#) has an idea of how to approach members (this is particularly useful for smaller states). This group will nominate a Conference Convener.

An example of a time-line of responsibilities and recommended activities is included on [Appendix 2](#) to assist with the planning process.

The state association is responsible for the day-to-day organisation of the ACRA ASM/conference using the information provided in this document as a guide.

Advertising of the forthcoming ASM/conference including date, theme and venue is to be available at each annual ASM/conference – there are many ways to advertise via satchel insert, pocket program, on the show gizmo and with a presentation at the current year's ASM/conference. In addition, information regarding the coming ASM/conference is to be included in the ACRA Mailchimp & Newsletters.

Professional Conference Organiser (PCO)

The state association may choose to appoint a PCO, however permission to do this must be sought from ACRA Executive as a tender process nominated and ratified at the next ACRA Executive meeting would be required.

The role of the PCO is to assist the Conference Convenor (CC) and Conference Management Committee (CMC) with completion of tasks set out on the time line [Appendix 3](#), and all preparations required for the conference.

Conference Management Committee (CMC)

A Conference Management Committee (CMC) must be established 18 months prior to the event. This committee is a working committee as opposed to an advisory committee and therefore must consist of people who are prepared to volunteer a significant amount of time. Recommended positions on this Committee and their roles can be found in Table 1. The CMC membership must have representation from a variety of health professional disciplines to represent the varied interests of ACRA membership. It is best practice to ensure the ACRA State Representative be a member of the CMC. The CMC will allow the considerable workload involved in organising a conference to be shared amongst others with different skills and experiences. It is recommended that the CMC discuss and finalise an appropriate scheduling of meetings throughout the conference preparation time.

At the completion of each ASM/conference CMC and CC are responsible for providing a final conference report to the ACRA Executive, including budget details, and to make suggestions (in writing) regarding the updating or modification of these guidelines. This report must be provided prior to the last EMC meeting of the same calendar year as the conference.

Conference Convenor (CC)

The Conference Convenor (CC) acts as the Chairperson of the CMC. The CC must be a member of his/her State Cardiac Rehabilitation Association Executive and is to be appointed by the state association at least 18 months prior to the ASM/Conference. It is strongly recommended that the CC does not hold any other office bearing position for the State Association - President, Secretary or Treasurer due to the extensive responsibilities of each position. It is acknowledged that this may not apply to smaller states. The CC acts on behalf of the ACRA Executive Management Committee (EMC) and is responsible for fulfilling the role as the principal contact person for all matters relating to the conference. The CC must provide the state representative with a written conference progress report, at each ACRA Executive Management Committee (EMC) meeting.

Scientific Committee (SC)

In consultation with the ACRA EMC the CMC will form a Scientific Committee (SC) comprising state, national and when appropriate, international advisors to assist with decision making on the conference program and activities such as the abstract review

process. A member of the SC, a Scientific Lead (SL) should attend CMC meetings regularly for reporting and direction purposes. Recommended members of the SC include practitioners and academics representing the multidisciplinary ACRA membership. Given the time commitment required by the SL to fulfil their responsibilities, the SC may be co-chaired as long as the roles and responsibilities of the co-chairs are defined and acceptable to both. It is desirable that the SC have a broad base of experience including relevant clinical and scientific practice.

The SC will ensure a broad, diverse and balanced program is offered at the ASM/Conference. It will contribute to the overall direction of the ASM/Conference program. Within one month of the conclusion of the Conference, the SC will provide a report to the ECM about the scientific program including any recommendations for future events.

Time of Year

ACRA annual meetings are generally held during the first two weeks of August, particularly if they are held in conjunction with the CSANZ. However, there have been exceptions. The host state association must consult with the ACRA ECM prior to making any final decision on meeting dates.

Promotion of Upcoming ASM

It is the responsibility of the incoming CMC to liaise with current conference convenors prior to the conference to allow the provision of promotional exposure at the conference in the form of an exhibitors' booth and/or audio-visual/oral promotion between or after "key" sessions. A promotional flier must be available for circulation at the August meeting 12 months prior to the actual meeting. Date, venue and conference theme need to be finalised by this date. Ideally, this brochure can include an indication of interest for potential participants to complete, and a closing date for abstracts. However, this is not a mandatory requirement. If included, the indications of interest form should allow for those interested to tick one or more of the following:

- Details regarding oral paper and poster presentations
- Details regarding presentations of workshops
- Registration brochure
- Sponsorship and exhibition details

Table 1: Roles and Responsibilities of CMC Members and Sub-committees

Member	Activities / responsibilities
Conference Convenor	<p>Chairperson of CMC and responsible for overall coordination of all ASM/conference activities, including overseeing all activities described below</p> <p>Convenes CMC meetings as appropriate</p>
State ACRA Representative	<p>Responsible for providing communication link between ACRA Executive and CMC</p> <p>Tables written progress report from CMC to each ACRA Executive meeting</p>
Sponsorship subcommittee	<p>Responsible for identifying potential sources of sponsorship</p> <p>Provides advice to the PCO on potential corporate sponsorship</p> <p>Assists in securing sponsorship.</p>
Promotion [PCO & CMC]	<p>Organises promotional items and brochures / flyers</p> <p>Assists the PCO in designing and proof-reading all conference brochures</p>
Social subcommittee	<p>Responsible for venue (in collaboration with the CC and the Scientific Lead (SL))</p> <p>Responsible for the social program</p> <p>Assists the PCO in choice of venue, layout of rooms, audio-visual requirements, catering requirements,</p>

	welcome reception, conference dinner and social program
Scientific subcommittee	<p>Responsible for Conference Program</p> <p>Provides information for Call for Abstracts Brochure</p> <p>Organises Sub-Committee to review abstracts and oversee process</p> <p>Finalises with PCO free paper and poster presentations</p> <p>Confirms Speakers and Workshop facilitators with PCO</p> <p>Organises Chairpersons etc.</p>
Finance and Registrations	<p>Compiles overall budget, in liaison with PCO and national Treasurer</p> <p>Keeps CMC fully informed of expenses</p> <p>Provides written budget report for ACRA Executive</p> <p>Tracks incoming sponsorship and registrations</p>

Host City

Traditionally the ACRA ASM/conference is held either immediately preceding or immediately following the ASM of the Cardiac Society of Australia and New Zealand (CSANZ), usually during the first two weeks of August. Benefits of having the ACRA meeting in conjunction with the CSANZ include attracting mutual sponsorship and sharing costs of international speakers. CSANZ will usually include details of the ACRA meeting in their newsletters and meeting registration brochures.

However, in the recent past, successful meetings have been held independently of CSANZ, with significant sponsorship secured and reasonable numbers of delegates attending. ACRA have followed the lead of CSANZ by rotating the host city around the capital cities of Australia and New Zealand. This may change in coming years with CSANZ ceasing their rotational policy.

The Executive Officer of CSANZ is able to provide a projection of host cities for their meetings. Best contact in 2018 was the CSANZ Executive Officer:

Contact Details: Martha McCall, Executive Officer

The Cardiac Society of Australia & New Zealand

Suite 4, Level 12, 189 Kent Street SYDNEY NSW 2000

AUSTRALIA

Ph: +61 (0)2 9226 7996 (direct)

Fax: +61 (0)2 9247 7916

Email: info@csanz.edu.au

www.csanz.edu.au martha.mccall@csanz.edu.au

If a host city wants to hold their conference as a joint conference with another organisation, prior approval needs to be sought from the ACRA EMC and a case tabled to the EMC outlining why this should be considered. Joint conferences need to have a Memorandum of Understanding (MOU) between the two organisations signed, and members of all conference committees and sub committees need to be made up of both ACRA and the other organisation members. Dispute resolution procedures also need to be outlined. It is recommended that the other organisation receive a copy of these guidelines so everyone is working from the same guidelines, and changes to these guidelines need to be negotiated to best suit both organisations. See [Appendix 4](#) for an example of an MOU.

Choosing an Appropriate Venue

The CMC will provide a venue comparison report to ACRA. See [Appendix 5](#) – past ASM/conferences.

When choosing an appropriate venue for the conference please consider the following:

- Able to accommodate the probable number of delegates (200 pax), concurrent sessions, poster presentations, trade displays and provide suitable dining arrangements
- The venue ideally should be easily accessible from major transport modalities and ideally not involve excessive cost for taxis or parking
- Availability and/or proximity to suitably priced accommodation
- Availability and cost of meeting rooms and audio-visual equipment and assistance
- Ability to meet special needs of speakers and participants (eg. dietary requirements, room layout etc.)
- Catering costs and willingness to cater for a variety of diets (inc. Heart Foundation catering guidelines)
- Availability for the venue to host ACRA EMC meeting(s) prior to or after the official conference

Meeting Rooms

The meeting rooms need to be able to accommodate the needs of a variety of presenters. When viewing meeting rooms keep in mind the need for a large room for plenary sessions plus a number of smaller rooms for free paper sessions or workshops. Rooms accommodating concurrent free paper session should all be in close proximity to allow efficient movement between rooms. The seating arrangements should not be cramped and should have good access for those who wish to move to different rooms during the free paper sessions. Past evaluations have indicated that workshop or classroom style is the preferred option for participants. Ideally, the seating should be as comfortable as possible.

Availability of Audio-Visual Equipment and Information Technology resources

The quality of audio-visual equipment and the availability of support staff are pivotal to the smooth running of a conference. When selecting a conference venue ensure that there is a complete range of audio-visual equipment and the ability to have multiple pieces of equipment in multiple rooms. External contractors can be engaged to supplement or provide all audio-visual and IT requirements. A cost comparison between internal and external AV providers may be beneficial.

The availability of a resource person to operate the equipment for the main sessions and be available for problem solving during the free paper sessions is essential.

The availability of the plenary and other selected sessions to be recorded and presenters to be present virtually, in the current health climate is also to be considered. Online / on demand access to recordings should be considered.

Presenters understandably become very anxious when problems occur with audio-visual equipment. It is important that there is someone available at all times to assist with unforeseen problems and to ensure all presentations are accessible prior to the commencement of each session. Try to ensure roving or central microphones are available for question time.

Catering

When assessing catering the following is important to consider:

- The availability of 'heart healthy' menu choices. Consider using the National Heart Foundation of Australia catering guidelines
- Ability to offer alternatives to participants with special dietary needs
- Areas suitable for refreshment breaks and lunches
- Cost
- The breaks are an important time for delegates to network and speak with sponsors so ensure the breaks are long enough to allow for this.

Registration Brochure

Please review past brochures [Appendix 6](#) to use as a basis for developing your registration brochure. Contents for consideration would include:

- Front page
- ASM/Conference theme
- Number eg. 27th annual ASM of Australian Cardiovascular Health and Rehabilitation Association
- Date of meeting (including welcome reception)
- Conference venue, with full street address
- Clearly specify that it is the registration brochure
- Major sponsors

General Contents

- Welcome message

- Concept around conference theme
- CMC, CC, PCO
- Contact details
- Current ACRA Executive members
- Registration closing dates (include early bird date – usually 30th June)
- Registration fees (members, non-members, day-only, student)
- Cancellation and refund policy
- Information on keynote and invited speakers and workshops
- Program details (time, presentation title, speaker)
- Travel information – airlines, transport from airlines
- Travel grants
- Host city Information
- Accommodation information

Social Program Information (Welcome Reception, Conference Dinner)

The welcome reception is generally included as part of the registration fee, however, it is essential for participant to register their attendance at this function for catering purposes.

- The conference dinner is generally included as part of the registration fee
- Accompanying persons program (if provided)
- Sponsors and trade exhibit details
- Registration form, including credit card payment option
- Disclaimer / cancellation/ Covid 19 / refund policy and non-smoking policy
- Special catering requirements

Conference App (Phone Application) and/or Booklets

Information about the conference can be supplied via a conference book, pocket program, app or any combination of the above. The App and Book should detail the following information (the pocket program offers key scientific and social program information only):

- Welcome message – incorporating conference theme
- Acknowledgement of Sponsors
- CMC – including CC & PCO details
- ACRA Executive Members – Incoming and outgoing members
- Profile of Keynote and Invited Speakers

- Details about workshops
- Summary of Program (program at a glance)
- Program details – please specify the date, time, room; session chairs; type of session (plenary, workshop, oral); presentation title; speaker/s;
- Annual General Meeting – time, date, room, agenda if available
- Trade Exhibition details – including floor plan
- Abstracts or summary of keynote and invited speaker presentations
- Objectives for and summary of workshops
- Abstracts for oral presentations
- Abstracts for poster presentations
- Details of Prizes
- Plan of conference venue
- Social program
- Statement about what meals are included in conference registration fee (lunch, morning and afternoon refreshments)
- Welcome reception
- Conference Dinner
- Sponsored breakfasts (e.g Heart Foundation)
- Any other social activities organised or recommended (e.g. morning walks/yoga)
- Accommodation and Venue Street Map
- Details of transport from airport and accommodation should be provided in the conference registration brochure.

Name Tags & Conference Satchels

All conference participants, including speakers, should have a nametag. It is recommended that the CMC members have a tag/lanyard that allows them to be easily identifiable as part of the organising team. The ACRA EMC, speakers and sponsors may also like to have an identifiable tag/lanyard.

Conference satchels or some other alternative can be provided to enable delegates to carry programs and other information, including promotional flyers.

Conference Budget

Finance Management

A float of \$20,00 will be available to the organising committee by the end of the February 18 months prior to the meeting. This float is designed to cover initial expenses that may be incurred prior to any income received from sponsors or registrations. Printing costs, promotional material, a venue deposit and obtaining conference satchels are examples of such costs. A separate conference account should be opened by the CMC. The conference should apply for and utilise its own ABN number. All income and expenditure, including the administration of GST should utilise this account and ABN. If a state is not registered for GST – the CMC must ensure all accounts are declared as GST not included. A financial statement must accompany the final conference report.

Division of conference surplus or loss

It is expected that the State Association will do all that can reasonably be expected to ensure that a surplus is budgeted for. Any surplus is divided between ACRA and the host State Association. The division of this surplus will be 60% to ACRA and 40% to the State 2020 ASM.. Responsibility for any negative surplus (budget loss) will be accepted by both the host State Association and ACRA national. ACRA national will cover 25% of the loss (up to a cap of \$500), while the State Association is expected to bear the remainder of the loss. The division of these percentages will be reviewed by the ACRA EMC at the November face-to-face meeting in 2020.

State Responsibilities

The CMC develops and maintains an appropriate budget. The budget must be presented to, and passed by the ACRA EMC. All budgets tabled at CMC meetings should be forwarded to the ACRA National Treasurer and President. Each report must include a conference budget with income and expenditure projections. A detailed budget with updated expenditure and projected profit/loss should be available for review at scheduled ACRA EMC face-to-face meetings, usually held in May and November. An additional budget forecast should be presented to the ACRA Treasurer and EMC 4 weeks before the ASM.

ACRA Responsibilities

The Treasurer and President receive and report on the conference budget at each Executive Meeting. The ACRA EMC receives and signs off on the final conference budget. The proposed conference revenue should consider and strive to meet the requirements proposed within the ACRA budget. This will ensure conference revenue will allow the opportunity to meet ACRA EMC goals and projects.

Examples of conference budgets can be sourced from the final conference reports.

A copy of the final conference report/audit should be submitted to, and held by the ACRA.

Call for Abstracts for Paper and Poster Presentations***Brochure/email***

Please review past brochures to use as a basis for developing your Call for Abstracts brochure, see example - [Appendix 7](#).

Contents for consideration would include:

- Front page
- Conference theme
- 31st Annual ASM/conference of the Australian Cardiovascular Health and Rehabilitation Association
- Date of meeting (including welcome reception)
- Conference venue, with full street address
- Clearly specify that it is the Call for Abstracts brochure
- Welcome message
- Concept around conference theme
- CMC, CC, PCO
- Contact details
- Presentation categories for abstracts of oral, poster and/or workshop presentations
- Closing dates and details of submission options for abstracts of oral, poster and workshop presentations
- Information on keynote and invited speakers (if available)
- Travel grants and prize information

Guidelines for Writing Abstracts

The required format for abstracts must be provided including a word limit; who the presenter will be; contributing authors; a biography of the presenter (with word limit) and instructions for submitting the abstract.

Presentation Categories

The CMC in consultation with the SC may determine any presentation categories or streams they require for oral, poster and/or workshop style presentations prior to the distribution of the Call for Abstracts document. Alternatively, the stream may be determined after receiving the abstracts.

EXAMPLE 1: At the November 2010 Face-to-Face meeting, the ACRA EMC determined that there be at least a 30% allied health focus in the content of the scientific program and an indigenous stream was included.

EXAMPLE 2: For the August 2012 conference, abstract submitters could choose between two streams: clinical and research. The research stream received approximately twice the abstracts and this may guide how abstract reviewers are allocated. Given the high request for orals, it was decided that oral presentations should be 3-minutes long to enable conference attendees to hear the wide range of projects undertaken by members; to allow those who had submitted to present their work; and encourage the membership to undertake work that may be presented at an ACRA conference (see [Appendix 8](#) for details).

EXAMPLE 3: For the 2018 conference, it was decided to introduce less formal, short clinical presentations in the form of a Clinical Excellence Showcase. This session was filled with rapid-fire clinical presentations designed to share ideas to improve care. Presenters were required to share their stories of success (or 'lessons learned') in just 5 minutes each, with an additional 2 minutes set aside for audience questions. The aim was for the presentations to be short, sharp, informative and fun. They were asked to leave delegates with at least one good, practical idea to implement in their own practice. (see [Appendix 9](#) for details).

EXAMPLE 1 for poster presentations: Posters were allocated to either moderated posters (to be presented at the opening night) or static posters.

EXAMPLE 2 for poster presentations: The format changed in 2016 on feedback from the previous year. It was decided that the 2 highest graded clinical and 2 highest graded scientific posters according to the judging guidelines provided by the SC will present their posters for 3 minutes with 2 minutes' question time. All other eligible posters would be displayed. This allowed time for the delegates to still enjoy the posters, which were displayed at the Welcome Reception.

EXAMPLE 3 for poster presentations: In 2022, the CMC in Queensland made a decision based on feedback that the welcome reception is a time of networking and displayed the four winning posters boards with moderated presentations and all other posters were displayed in the conference breakout & sponsor area. All static poster presenters were available to speak to their presentation for 3 minutes during the Tuesday lunch break sessions.

Abstract Review Process

The Scientific Lead will appoint the Abstract Review Sub-Committee and will oversee the review process in conjunction with the CMC. ACRA national and state members who are not on the SC or CMC may be co-opted to review abstracts. Each abstract will be reviewed independently by a minimum of two reviewers. The submissions should be blinded and divided between the sub-committee members as per the presentation categories or as otherwise determined by the chair and the CMC. If submissions are not blinded, reviewers should declare any conflicts of interest with submitted abstract presenters and excuse themselves from marking the abstracts for which a COI exists.

Each sub-committee member will be given an abstract review form (see [Appendix 10](#)) for scoring and commenting on each abstract. When scores between independent reviewers differ substantially an independent reviewer will be required to adjudicate. Some consideration should be given to ensuring some continuity from year to year with respect to the review process such as a mentoring process and consistency of members. The SL will compile and communicate to the CMC the outcomes of the process including top abstracts for the prize sessions.

In 2017 and 2018, each abstract was assessed by 3 reviewers with a further independent review of those abstracts with the same scores, or with reviewer scores which differed markedly.

Abstract Review Guidelines

These were updated in 2018 & used in . Please see [Appendix 10](#) for guidelines for Clinical, Research and Clinical Excellence categories.

Prize Nominations

The 4 highest scoring Research abstracts and 4 highest scoring Clinical abstracts will be allocated to prize presentation sessions. The awarding of prizes may not be limited to members of ACRA. Previously awards were limited to financial ACRA members but currently are open to non-ACRA members. Only the presenter of the paper shall be considered for the award.

Closing Dates

Closing dates for abstracts of oral, poster and workshop presentations should be determined as per the Conference preparation time-line guidelines. All submissions should be acknowledged following the closing dates. The closing date may be extended for an additional time-period at the discretion of the SC each year.

Notifying Applicants of Outcome

All applicants are to be notified at the completion of the review process. This notification should also include the specific requirements of their presentation and information on eligibility and the application for travel grants.

Scientific Program***Program Outline***

Suggested program outlines are shown in [Appendix 11](#); however, it may be varied to suit your purposes. Both the social program and the Annual General Meeting are required to fit in with the program. A members' forum, to be conducted by the ACRA National President, should be held directly before the Welcome Reception.

Breaks

Please allow a minimum break of thirty minutes for refreshments and one hour for lunch. This break is essential for participants to obtain food and drink in a timely manner, to network with colleagues, view poster presentations, allow presentations to be ready for

forthcoming sessions and for room formats to be changed if required. Reducing this time may result in a feeling of being rushed and may result in considerable dissatisfaction from participants.

Keynote Speakers

It is generally recommended that two keynote speakers be organised and budgeted for. Ideally, the availability of a keynote speaker should be confirmed 12-16 months prior to the meeting. This is important both from an organisational point of view and from a sponsorship point of view. It also allows time to organise an alternate speaker if necessary. One keynote speaker is usually from overseas; however, there is no set recommendation for this. In 2019 the overseas speaker was via a weblink consider this as means of saving cost of travel and accommodation. Ideally keynote speakers should be approached to participate in two sessions (plenary and concurrent or workshop sessions) to allow participants to get maximum value from their presence. For a letter/email of correspondence to engage speaker see [Appendix 13](#).

The Alan Goble Oration

Perpetual tribute to Prof Alan Goble (Inaugural event commenced 2016):

- Open the conference with a distinguished named lecture: "The Alan Goble Oration"
- The Oration is the first keynote lecture of the conference within the opening session
- The Oration is delivered by a speaker of outstanding national reputation
- The Oration is on a topic that would have been considered important to Prof Goble, namely:
 - Improving and measuring cardiac rehabilitation outcomes
 - Raising the profile of cardiac rehabilitation
- The Oration is introduced with a 1–2-minute tribute to Prof Alan Goble (every year), with slides highlighting his legacy and previous Oration speakers. See [Appendix 12](#) for example slides and previous oration topics and speakers.

Sharing of International Conference Speakers

All arrangements regarding the organisation of an international speaker must be communicated through ACRA Executive to avoid duplication of effort. This includes travel arrangements, financial arrangements and presentation responsibilities. Ideally, the

international speaker/s should have one contact with the Association (the conference organiser or administrator) to finalise all arrangements.

In the past, the international speaker is offered the opportunity to speak at other functions or venues during their stay. If ACRA are solely responsible financially for the speaker then it is expected that some financial contribution be made by any other body wishing to use the services of the invited speaker. Please discuss this with the Cardiac Society, Heart Foundation, Heart Research Centre, sponsors, universities, hospitals & State Associations.

Receipts are to be provided by invited speakers for airfares and expenses.

Additional speaking arrangements should be confirmed a minimum of six months prior to the annual meeting.

Other Invited Speakers

If possible, consider using local-based speakers to highlight interesting work and keep within the conference budget. ACRA Executive strongly recommends that members of ACRA who have been doing research at a Masters or Doctorate level be invited to present their work at the annual meeting. It is vital that the Association has an active role in promoting research into cardiac rehabilitation undertaken at this level. ACRA Executive Committee members may be able to provide assistance with providing this information if it is not known to the CMC.

It is recommended that the SC consider including patient stories in the conference program. These are always well received in conference feedback. Scheduling of these speakers should occur in sessions in the morning and middle of the day to maximise the audience available to hear them speak.

Oral Papers Program

The amount of time allocated for oral presentations will depend on the number of presentations submitted and the number of available rooms. It is recommended that oral paper presentations be a maximum of fifteen minutes, including 5 minutes for questions. If you wish to include more papers, you may consider a presentation of 10 minutes including 2 minutes for questions. Therefore, in the program below you would have either 4 x 15-minute presentations or 6 x 10-minute presentations (e.g. 11.00am – 12.00pm).

Alternatively, the greater the number of rooms available, the greater the number of papers

that can be presented. However, it should be noted that this does have some disadvantages with a great deal of movement between talks and complaints about missing sessions. The program should be balanced between free papers (to ensure registrations) and invited speakers (to appeal to broader registration).

Depending on your anticipated number of participants, you may have 3-5 rooms allocated for oral presentations. Three break-out rooms is optimal for quality of papers, themes and minimal delegate movement. Ideally, group presentations with similar themes together and allocate the largest room to the papers you feel will be most popular with your audience. Consider the cost of providing data projection facilities in each room when determining the number of separate rooms.

Chairs for free paper sessions need to keep a strict limit on the presentation time. It is very easy for such presentations to take longer than the allocated time, especially question time. This becomes a problem for speakers who are to follow, and for participants who may wish to move to a concurrent session.

The table below will help to determine the number of oral presentations. See also program outline in [Appendix 11](#).

Rooms available	60 minute session with 15 min abstracts	Total abstracts assuming one session each day (+ prize sessions)	60 minute session with 10 min abstracts	Total abstracts assuming one session each day (+ prize sessions)
3	12 abstracts (4 x 3)	24 (32)	18 abstracts (6 x 3)	36 (44)
4	16 abstracts (4 x 4)	32 (40)	24 abstracts (6 x 4)	48 (56)
5	20 abstracts (4 x 5)	40 (48)	30 abstracts (6 x 5)	60 (68)

Poster presentations

An area for poster presentations must be designated. The number of posters submitted and accepted may dictate the length of time that posters can be presented i.e. the need to have a presentation of posters each day if facilities are not large enough. The CMC should ensure that judges of the best poster presentation are aware of any presentation time limitations. The CMC will decide if there is to be moderated poster presentation session, depending upon the suitability of the venue to allow the presenters to do so in an organised fashion. This should be conveyed to those submitting posters in the call for abstract brochure.

Workshops

There has been strong indication from past conference evaluations that the delegates valued the participative nature of workshops. A conference program should contain a choice of workshops. Consideration should be given to presenters of workshops. Another option is to run a formal networking or round table session, guided by an agenda or topical CR issue (see [Appendix 14](#)).

Pre-conference workshops are often planned for the day of the Welcome Reception. These can range from a few hours to a half day in duration, and are usually based around one theme e.g. atrial fibrillation, heart failure. These workshops may be a useful method of attracting additional sponsorship and conference delegates. While the cost of the workshop can be included in full conference registration, it is recommended that a small additional amount should be charged for delegates attending pre-conference workshops to cover catering. It is recommended that these workshops operate as ticketed events to avoid oversubscription and overcrowding on the day.

Breakfast Sessions

The SC may like to approach the Heart Foundation or other sponsors to provide breakfast sessions during the conference if time and space allows. These should be organised by the sponsor in conjunction with the SC, CMC, and conference venue. The sponsor should cover the cost of any catering required. The SC should have final approval of session content. It is recommended that these types of session be via pre-registration and operate as ticketed events to avoid oversubscription and overcrowding on the day.

Chairs

ACRA Executive members, host State Executive members, researchers and clinicians are ideal chairs for program sessions. Please liaise with the State Representative regarding this. The current (outgoing) ACRA President should be invited to chair the opening keynote session. The incoming President should be invited to chair the closing session. Invited and keynote speakers may also be approached to chair sessions.

Details of the Chairs responsibilities need to be provided in writing ([Appendix 15](#)), along with details of the presentation and the presenter.

When choosing Chairs consider succession planning, such that a more experienced Chair is partnered with a less experienced Chair. Furthermore, choice of Chairs should consider current conference/scientific committee members as well as those in the following year's conference/scientific committees.

The chair of each session is responsible for ensuring that all presenters have loaded their presentations onto the computer in each room and is responsible for ensuring the presenter is aware of how the equipment works. Therefore, it is important to ensure all chairs are familiar with the equipment they are responsible for and who is presenting during their session prior to the conference. Chairs may also need to monitor the conference app if live audience participation/questions are being encouraged. Guidelines for session chairs are presented in [Appendix 15](#).

Speakers' Requirements

The CC and organising committee should ensure suitable arrangements are made for Speakers prior to and during the Conference. This includes travel arrangements, financial arrangements and presentation responsibilities.

For keynote speakers ACRA usually covers the following expenses:

- The cost of an economy class airfare (if not local)
- Return airport transfers from host city airport to conference venue/hotel (if not local)
- Car parking (if local)
- Accommodation for up to 2 nights
- Full conference registration including welcome reception and dinner (additional social functions ticket for partner at the CMC discretion)

Entitlements for other invited speakers varied based on which type of session they were presenting, if they were based locally, and if they were going to be in Brisbane or Adelaide for CSANZ already. Examples are provided below:

EXAMPLE 1 for a local speaker in a plenary session: free car parking and full conference registration including social functions. A trade table to display their personal books.

EXAMPLE 2 for local speaker in a workshop/concurrent session: free car parking, either full registration or day conference registration, +/- welcome reception, no conference dinner

EXAMPLE 3 for interstate speaker attending CSANZ in a workshop/concurrent session: 1 night's accommodation, full conference registration +/- welcome reception, no conference dinner

EXAMPLE 4 for interstate speaker in a plenary session: 1 night's accommodation, full conference registration including social functions.

Overseas keynote speakers may have expectations beyond that stated above (business class flights and extended accommodation). Essentially this is a decision to be made by the CMC depending on sponsorship and other budget considerations. When invited speakers are confirmed, a letter needs to be sent to clearly state what ACRA will pay for and that changes to itinerary for personal reasons will not be covered by the conference.

If sharing speakers with CSANZ, the expenses will be reduced with CSANZ usually covering the cost of the airfare and half of the transfer. The CMC and PCO will need to negotiate with the CSANZ CMC about cost sharing on a case-by-case basis.

Prizes, Awards and Grants

Travel Grants

ACRA Travel Grants are awarded to members to assist with costs incurred in attending and presenting at the annual meeting. Members submitting an abstract for oral, poster or workshop presentations are eligible to apply, see [Appendix 16](#).

Two grants are available per year, each of \$AUD 500.00, and are available to financial members only. Information about Travel Grants is to be included with official notification of acceptance of a free paper, poster or workshop presentation. Applications for a travel

grant must be received 28 days following this and should be forwarded by the CMC directly to ACRA Executive Committee.

The Travel Grant will be announced during the Conference program, at a time negotiated by the CMC and the ACRA executive.

Successful recipients of Travel Grants are required to submit a written report to ACRA EMC within one month of the annual meeting for inclusion in the ACRA newsletter.

ACRA Member Scholarships

Two Cardiac Rehabilitation Co-ordinator Scholarships are available per year, each of \$500.00, and are available to financial members of ACRA who meet the essential criteria.

- Must be a co-ordinator of a program (relevant documentation required)
- Financial member of ACRA
- Must provide supporting documentation
- Required to write two reports as detailed below

Two Rural Member Scholarships are available per year, each of \$500.00, and are available to financial members of ACRA who meet the essential criteria.

- Must reside and work in a rural area of Australia (evidence of employment required)
- Financial member of ACRA
- Must provide supporting documentation
- Required to write two reports as detailed below

Applications for a scholarship must be received by the Executive Officer at least 28 days prior to the start of the conference or course they wish to attend. Application forms should be sent to the ACRA Executive Officer who will then send to the EMC for consideration. (2 x \$500 each).

The winners of each scholarship will be announced at the annual conference at a time determined by the Conference Management Committee and or the ACRA Executive Management Committee.

Successful recipients of scholarships are required to submit two (2) written reports for inclusion in the next ACRA Newsletter. One report is to be written on a topic relevant to cardiac rehabilitation which may include a new project that they are working on in their workplace, and the second report is to report on their findings of the ACRA conference.

Both reports are to be submitted to the ACRA Executive Officer within one month of the annual meeting for inclusion in the ACRA newsletter.

Anna Storen Regional Travel Award

This award honours the work and contribution of Anna Storen who died in 2021 after a long battle with cancer. Anna was a dedicated cardiac rehabilitation nurse for 12 years working for the North West Regional hospital in Burnie, Tasmania. During this time, she was a committee member of ACRA, with 3 years on the state committee, including 2 years as Vice President, contributing to state-based education events and 2 years on the national Executive Management Committee (EMC) representing Tasmania. During her time on the EMC she contributed to the Membership subcommittee, working hard to encourage ACRA membership amongst Tasmanian cardiac rehabilitation clinicians. She was also contributed to the Corporate and Finance and ACRA national survey subcommittees.

Applications are called for the ACRA Anna Storen Regional Travel Award to enable rural and remote ACRA members to attend the 2022 ACRA Annual Scientific Meeting [ASM] at Sea World, Gold Coast, Queensland from August 8-10. The award is intended to further develop the successful candidate through increasing their clinical knowledge and expertise, awareness of research and evidence-based practice and will also allow the successful candidate to extend their professional network. In particular, this strategy enables clinicians from regional areas to experience a conference and its education, networking and research benefits. **Applicants for this award are required to live and work in a regional area of Australia (defined as greater than 50km from a capital city) and encouraged (but not required) to have an abstract accepted for presentation.**

The award:

Valued at \$1000, the recipient will receive support to assist in defraying the cost of travel, accommodation and registration.

Selection criteria:

The applicant must be a currently financial member of ACRA for at least 12 months.

Working or studying in a clinical area of cardiology or cardiothoracic surgery or working in an area where there is a large caseload of patients with cardiac conditions.

Applicants must reside outside of the state or region in which the ASM is being held.

How to apply:

The applicant should submit a 300–500-word document describing their interest in cardiovascular health and stating, with clear emphasis, the benefits to their clinical practice /patients that attending the conference will provide. For example, how will it add to the applicant's career development, how it will benefit their workplace and how the applicant can contribute to ACRA.

Applicants should include details of their area of clinical work or study, including patient caseload and patient cardiac conditions.

The successful candidate will be required to contribute a 500-word summary outlining how they have benefited from the conference and how they have disseminated their learnings to their work place colleagues. This piece will then be displayed on the ACRA website and in the newsletter to encourage future applications.

Awards for Poster and Oral Paper presentations

A number of prizes are to be awarded:

- Best Poster
- Best Clinical Presentation
- Best Research Presentation
- People's Choice Presentation (any submitted abstract, including prize sessions)
- People's Choice Poster (introduced in 2018, any displayed poster)

In previous years, an Encouragement Award was presented as well as Best Physical Activity Paper (dependant on receiving funding from ESSA).

The SC should organise separate committees to judge the Clinical Prize Session, Research Prize Session and poster presentations. The SC may wish to use some invited speakers for this task if they feel they have the relevant research/clinical experience. As of the 2018 ASM, the identities of the judges have remained anonymous, however ACRA decided to enact a more transparent judging process for future ASMs. Judges should be visible for the prize sessions, sitting at the front of the room or at a designated table. The session chair may like to introduce the judges with a brief bio at the commencement of the session. This will also make it easier for judges to ask questions of the presenters before chairs take questions from the floor. Judges of prize sessions should mark orals independently but confer after the session to determine a winner. The Poster judging

should be an independent process, with judges scores averaged to determine a winner. The Poster judging in particular takes considerable time, so it is preferable that the committee members have few other commitments. Marking sheets and judging instructions for all prizes are provided in [Appendix 17](#).

In the past sponsorship has been provided for the Awards. It is the CMC's responsibility to consult with the ACRA Executive on sponsorship offers, prior to final confirmation with the sponsors. The CMC arranges for the purchase and engraving of the awards. The CMC should also present a certificate to the winner for their portfolio/CV

These awards are presented at the final session of the conference by the ACRA President.

ACRA Distinguished Service and Merit Awards

Nomination for these awards is advertised in the ACRA Mailchimp (see ACRA P&P Distinguished Service Award Nomination Form and Merit Award Nomination Form).

The awards are decided by the ACRA EMC and the CMC is notified of the recipient. The person nominating the recipient is notified by the ACRA President and the nominator is responsible for ensuring that the recipient attends the conference to receive the award and is present at the nominated time. The CMC organises the trophy/plaque, its engraving and the accompanying certificate in consultation with the PCO and ACRA executive (an example of trophy and engraving wording is included in Appendix 18). The nominator will be invited to present an overview of the recipient, their contribution to and their work in cardiac rehabilitation and ACRA as relevant. The award is presented by the ACRA President or the nominator.

The Award for Distinguished Service may be presented either during a conference plenary session (when the greatest number of delegates are present) or at the conference dinner (if the venue is appropriate). Although it is not expected to occur on a regular basis, the recipient's family was present at the Gala Dinner for the award announcement in 2016, 2017 and 2018. The nominator may decide if the recipient should be advised of the award or not.

The Social Program

Welcome Reception

The Welcome reception is held the evening prior to the conference opening. The cost of this function is to be included in the registration fee. However, it is essential to obtain approximate numbers for catering purposes. The Welcome reception can be held in a venue of your choice. Usually it is held in the conference venue to allow people to register early. Accompanying persons will be required to provide payment that covers catering costs.

Conference Dinner

The conference dinner is held on the evening of the first day commencing at 7 or 7.30pm*. The dress requirements are smart casual or can be themed. The venue is at the discretion of the CMC. Generally, a three-course dinner, including beverages is offered for a set price. If the CMC was concerned about the cost of the dinner then it may elect to organise for participants to purchase their own beverages.

** If the ACRA AGM is to be held in the late afternoon, 7.30pm is the preferred time to allow participants adequate time to arrive at the dinner.*

Meeting Refreshments

Refreshments are to be available during the morning and afternoon break in the program. You may also wish to provide tea and coffee prior to the start of the meeting. Ideally, water should be available throughout the day for both speakers and participants.

Lunch can be provided in whatever style the CMC wishes. Seated lunches are usually preferred by participants. However, stand-up lunches may be suitable if the food provided is able to be eaten with relative ease whilst standing. That is, if sandwiches and finger food are on the menu for lunch seating is not required. If hot food is to be served, it may be both safer and more comfortable to provide seating. This will to a large extent be determined by the availability of rooms at the venue, however, please bear this in mind when finalising menu choices.

Ideally, more than one point of food service should be available. The cost of refreshments provided at the meeting is to be included in the registration fee. Please allow room on the registration for people to specify special dietary requirements. Ensure the catering venue

is able to meet these requests and be aware of possible changes in costs for offering alternatives.

Social Activities Preceding, During and Following the Conference

The CMC may wish to provide a number of additional social activities suitable for both participants and / or accompanying persons. In the past, different types of exercise programs have been organised, including walks, line dancing, yoga, tai chi and cycling. Other activities may include visits to tourist attractions, art galleries, museums etc.

Conference Sponsorship

General Requirements and Expectations

A corporate sponsorship prospectus (see previous conferences prospectus kept by ACRA Exec is to be developed by the CMC. CMC's members are responsible for securing r sponsorship. Ideally a CMC member should be responsible for coordinating sponsorship either with the CMC or a separate sponsorship working group. This prevents duplication of effort and maximises sponsorship opportunities.

ACRA will not offer exclusive sponsorship rights to any company at the annual meeting.

Sponsorship Kits

In addition to general information about expected numbers of participants, sponsors may require the following information:

- The size of the display area
- Location of the display area
- What equipment is provided in each area (eg. number and size of table, chairs, display boards)
- Access to the display area for the unloading of equipment
- Time of earliest access
- Registration time
- Scheduled break times
- A contact person for trouble-shooting on the day
- Access to sessions for company representatives

- Number of representatives included in sponsorship agreement (for catering purposes this needs to be defined)

Types of Sponsors

- Pharmaceutical companies
- Equipment companies (e.g. exercise equipment, pacemaker/defibrillator companies)
- Food companies (e.g. Lite n Easy, Almonds)
- Non-profit organisations (Heart Foundation, Diabetes Australia, HRC, etc.)

Recommended Fees for Displays

The CMC should take advice from ACRA EMC on current market rates for trade displays.

The Conference Theme

The conference themes should be determined by the CMC in consultation with the ACRA Executive. See [Appendix 6](#) for examples of past conference themes.

Registration Desk

The CMC must appoint a representative should manage all registration desk activities including:

- Registering all delegates and speakers
- Directing speakers to the speaker preparation area
- Organising audio-visual assistance if problems occur
- Answer questions regarding the social program
- Processing late (on the day) registrations and late payments
- Organising tickets to the conference dinner for participants who wish to attend
- Taking messages and posting on the message display board
- Ensuring caterers are kept up-to-date with any changes
- Ensuring all complaints or problems are dealt with efficiently and professionally

The ACRA Annual General Meeting

The CMC should liaise with the ACRA Vice President to finalise the time within the program, duration, the meeting room and audio-visual requirements – see program outline [Appendix 11](#), for suggestions on possible AGM times within the program. The agenda will be organised by the Vice President and ACRA Executive.

ACRA Executive Meetings

The **Incoming ACRA EMC** meeting can be held at any time following the Annual General Meeting (usually the late afternoon or day after)

The CMC should liaise with the ACRA Executive Officer regarding the details of these meetings to allow meeting rooms to be booked and catering to be provided. Boardroom style is usually preferred with seating for approximately 12 people. ACRA Executive will meet the cost of this if required.

Conference Final Report

The CMC should develop a final report on the conference including a final budget. A hard copy and IT version of the report should then be forwarded to the ACRA Executive.

Appendices (and Pages Where They Are Referred to in this Document)

Appendix 1 – Example of Engaging an ACRA Conference Committee (Pg. 3)

Appendix 2 – Activity Timeline (Pg. 3)

Appendix 3 – Example of PCO Timeline for Organising ASM (Pg. 3)

Appendix 4 – Example of a Memorandum of Understanding (MOU) (Pg. 10)

Appendix 5 – Past Scientific Meetings/conferences (Pg. 10)

Appendix 6 – Examples of Conference Themes and Brochures (Pg. 11 + 29)

Appendix 7 - Example of Call for Abstracts Correspondence and Guidance (Pg. 15)

Appendix 8 - Instructions for 3-minute Oral Presentations (Pg. 16)

Appendix 9 – Instructions and Call for Clinical Excellence Showcase (Pg. 16)

Appendix 10 – Abstract Review Criteria (Pg. 17)

Appendix 11 - Example of a Program Outline (Pg. 18)

Appendix 12 – Example of Alan Goble Oration Introductory Slides and Speakers (Pg. 19)

Appendix 13 - Examples of Correspondence to Engage Speakers (Pg. 19)

Appendix 14 – Example of Guided Networking/round-table Session (Pg. 22)

Appendix 15 -Information for Session Chairs (Pg. 23)

Appendix 16 - ACRA Travel Grant and Scholarships (Pg. 24)

Appendix 17 – Marking/judging Guidelines for Prize Sessions and Posters (Pg. 26)

Appendix 18 – Example of Alan Goble Distinguished Service Award trophy and wording

Appendix 1 – Example of engaging an ACRA conference committee

To members of the - I would like to invite you to join me in hosting the ACRA conference in XXXXX. You each have many skills and can be involved in numerous ways so please consider what fits best for you. I completely understand that life can change at a moment's notice and your personal level of commitment will change over the 18 months period – you may wish to share a position, step up, step down.

What is required?

Management committee: including the convenor, co-convenor, State President, the ASM Administrator and the leads of each of the below committees:

- Scientific committee: LEAD and 2 or more other members.
- Sponsorship Committee: LEAD and 2 or more others.
- Social/entertainment committee: LEAD and 2 or more others.

The Management group will correspond and meet regularly (via zoom, email and at formal meetings) they will oversee finding a venue, finding chairs for sessions, and assisting the scientific, sponsorship and social committees.

The Scientific committee will engage local experts in Cardiovascular Health and Cardiac Rehabilitation, will seek out engaging key note speakers and develop the program. Will ensure an evidence-based quality program including reviewing abstracts for inclusion in the program.

The Sponsorship committee will seek out sponsors, drawing on the knowledge and contacts of the many members of the current (state) EMC to be innovative in their approach to engaging sponsors.

The Social/entertainment committee will organise the welcome reception, conference dinner, tours and walks/yoga morning sessions.

I have already received much interest for a co-convenor and leads for each committee. This is amazing and I look forward to all who are involved coming to meetings with their fun, positive, innovative hats on and showcasing not only (the state) but the wealth of knowledge of our Australian Cardiac rehab expert clinicians.

Requirements prior to June XXXX (date) will be:

- Deciding on a theme.
- Advertising the conference at XXXX -current ASM
- Promotional material for advertising.
- Finding a venue which meets all the requirements for the conference. Venue requirements include: main lecture theatre, 3 to 4 breakout rooms, view

Appendix 2 - Activity Timeline for Conference Organisation

Year	Date	Activity
3	August	State association notified of responsibility to host ACRA Annual Meeting as soon as decided on or 2-3 yrs prior.
2	By July	State Association to notify ACRA Executive, in writing, of the CC for the next two years.
2	August	ACRA Executive to be notified of CC at Incoming Executive Meeting.
2	By end of April	CC to convene a CMC meeting (multi-disciplinary in nature). CMC to review this document and decide on Committee membership and roles. Tender process to be undertaken for PCO appointment. CMC to form SC.
2	By end of May	State Representative to table conference report at an ACRA Executive meeting. PCO to be ratified by ACRA Executive.
1	By end of August	Draft preliminary budget Commence organising keynote speakers. Liaise with past & current organisers re potential speakers.

ACRA ANNUAL CONFERENCE GUIDELINES

1	By end of February	Receive conference float from ACRA Executive
1	By end of June	Organise venue & finalise dates (if possible – venues book out a long way in advance so book ASAP) Finalise Conference Theme
1	By end of June	Develop promotional material to be presented / distributed at ACRA conference. Preliminary flyer to include: date, venue, theme. Liaise with current CC regarding booth / display area at this year's conference.
1	August	Circulate preliminary flyer at ACRA Meeting. Forward information on preliminary flyer to ACRA Newsletter editor for inclusion in September issue of ACRA Newsletter.
Conference Year	By end of October	Commence organising social program & venue/s for Welcome Reception & Conference Dinner
	By end of November	Draft program outline Develop registration brochure
Conference Year	By end of February	Organise and print Call for Abstracts brochure Print Registration brochure Finalise Abstract review Committee members and process and Closing Date for Abstracts Finalise main program speakers & define times for free

ACRA ANNUAL CONFERENCE GUIDELINES

		paper presentations
Conference Year	By end of March	Mail out registration brochure. Allow 8 weeks prior to close of early bird
Conference Year	By end of April	Commence organising catering and audio-visual requirements. Send out abstract acceptances and travel grant information. Organise Session Chairs (utilise ACRA & Host State Executive members)
Conference Year	By end of May	Mail out to all speakers requesting summary of talk and audio-visual requirements.
Conference Year	By end of June	Finalise catering & audio-visual requirements with venue. Compile Conference booklet. CC to liaise with the ACRA EMC regarding any ACRA Award recipients and ensure plaque and gift are organised. Organise plaques for prizes
Conference Year	By end of July	Print Conference booklet. Compile satchel.
Conference Year	August	Host a wonderful meeting. Celebrate!!

ACRA ANNUAL CONFERENCE GUIDELINES

Post Conference	By end of Nov/Dec	<p>Finalise conference audit & distribute revenue</p> <p>Forward any changes to these Guidelines to ACRA EO</p> <p>Write newsletter report</p> <p>Compile final report & forward to ACRA executive</p>
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Appendix 3 – Example of PCO Timeline for Organising ACRA ASM 20XX

AUSTRALIAN CARDIOVASCULAR HEALTH AND REHABILITATION ASSOCIATION 20XX

Date

Location

OC = Organising Committee

CS = Conference Secretary

SC = Scientific committee

SL = Sponsorship lead/committee

SOC – Social Committee

KEY DATES:	
Distribute Save the Date email blast	August - year prior to ASM
Distribute Exhibition & Sponsorship Prospectus	October - year prior to ASM
Distribute Call for Abstracts	December - year prior to ASM
Open for Registrations	February - year of ASM
Call for abstracts closes	March- year of ASM
90 Day Room Release for Accommodation	April- year of ASM
Notification of abstract acceptance	May - year of ASM
Preliminary program available	June - year of ASM
Close of 'Early Bird' registration	June v\ - year of ASM
60 Day Room Release for Accommodation	May - year of ASM
30 Day Room Release for Accommodation	June - year of ASM

	Responsibility	Status
JUNE - AUGUST -year prior to ASM		
Prepare detailed budget and open conference account – link to Oxford Abstracts	OC/ CS	
Source graphic design quotes	OC	
Draft Sponsorship & Exhibition Prospectus and submit to OC for review	SL	
Confirm venue and room block & sign contract	OC	
Create logo and prepare branding materials	OC	
Prepare save the date flyer to distribute at ACRA 2017 ASM	OC	
Promotional item ready for XXXX ASM	OC	
Email save the date announcement	OC	
Draft marketing plan	OC	
SEPTEMBER - OCTOBER - year prior to ASM		
Create new website with event details	EMC	
Distribute Sponsorship & Exhibition Prospectus	OC	
Schedule regular committee zoom meetings	OC	
Determine overall program structure (plenary sessions / concurrent sessions)	OC	
Organise conference insurance	OC/ CS	
Identify appropriate keynote and invited speakers (liaise with CSANZ)	OC	
Determine arrangements for invited / keynote speakers i.e. registration, airfares, accommodation and fees in accordance with budget	OC	
Prepare text for Call for Abstracts and submit to OC for review	SC	
NOVEMBER - DECEMBER - year prior to ASM		
Send follow-up sponsorship email blast	SL	
Informally contact and invite identified keynote and invited speakers	OC	
Post conference details on various websites of like-minded organisations	EMC	
Send formal letters of invitation to selected keynote speakers who have agreed to participate outlining entitlements	SC	
Distribute Call for Abstracts & set up online abstract account (Oxford Abstracts)	SC	

ACRA ANNUAL CONFERENCE GUIDELINES

JANUARY - year of ASM		
Send follow-up call for abstracts email blast	SC	
Send follow-up sponsorship email blast	SL	
Finalise provisional program (including keynote speakers) for the website	SC	
FEBRUARY - year of ASM		
Send follow-up sponsorship email blast	SL	
Send abstract reminder email blast	SC/TAS	
Draft registration flyer for OC to review and send to graphic designer	OC/SC	
Open for registrations	OC/CS/TAS	
Send final reminder notice regarding the close of Call for Abstracts	SC/TAS	
Close of Call for Abstracts - XXX March	OC/SC/TAS	
APRIL year of ASM		
OC to review the abstracts	OC	
Send follow-up sponsorship phone calls	SL	
Obtain audio visual quote	OC/ CS	
Confirm Gala Dinner band/theming	OC	
Choose and order delegate satchels	OC	
Book keynote speakers' travel and accommodation as appropriate	OC/ CS	
OC to identify accepted and rejected submissions for oral and poster presentations	SC	
OC to populate program with accepted abstract submissions	SC	
MAY year of ASM		
Send general registration reminder/promotion email blast	EMC	
Review budget vs actual costs	OC/EMC	
Dispatch invited speaker confirmation letters including session allocations, audio visual requirements form and request biographies	SC/ CS	
Create logo and prepare branding materials for NEXT Conference	OC (New Team)	
Notify all abstract authors regarding acceptance -May XXXX	OC	
Prepare save the date flyer to distribute at ACRA XXXX	OC (New Team)	
Select session chairs and invite	OC/SC	
Discuss & purchase speakers' gifts	OC/SC	
Confirm venue, room block & sign contract for next Conference	OC (New Team)	
Promotional item ready for next conference	OC (New Team)	
60 Day accommodation room review & release	OC	
JUNE year of ASM		
Draft Final Program Book text	OC	
Preliminary program available	SC	
Finalise exhibition & sponsorship arrangements	SL	
Appoint photographer (if required)	OC/ CS	
Review budget vs actual costs	OC/EMC	
Send close of early bird registration email blast	OC/TAS	
Chase up any outstanding monies	OC/ CS	
Close of Early Bird Registration		
Review budget vs actual costs (post EB close)	OC/EMC	
Discuss online evaluation form options	SC	
Request satchel inserts	OC/ CS	
Select all food and beverage requirements (venue & conference dinner)	OC/SOC	
Determine all conference room setups	OC/SC	
Arrange production of signage, holding slides etc	OC/SC	
Design name badges and seek OC approval	OC/SC/ CS	
Produce Chair Person Guidelines and distribute	OC/SC	
30 Day accommodation room release	OC	
JULY year of ASM		
Send final rooming list to hotel	OC/ CS	
Send event order information to venue (menu selections, room set ups, timings, etc)	OC/SC	
Send audio visual requirements & final program to AV supplier	OC/SC	
Send final general registration reminder/promotion email blast	OC/TAS	
Chase up any outstanding monies	OC/ CS	

ACRA ANNUAL CONFERENCE GUIDELINES

Receive material for satchels	OC/ CS	
Finalise Program Book and send to graphic designer	OC/SC	
Produce Chair Person's folder for each room with guidelines, biographical details and abstracts	SC	
Review budget vs actual costs	OC/EMC	
Send Program Book to printers	OC/SC	
Social function attendance follow up	OC/SOC/ CS	
Organise satchel packing	OC/SC	
Final confirmation to delegates (1 week prior to conference)	OC/SC	
Print name badges, tickets, delegate lists	OC/ CS	
Shipping of goods to the conference venue	OC	
Confirm final numbers for catering purposes for conference and social functions	OC/ CS	
On-site event run through with the conference venue	OC/ CS	
POST EVENT		
Update website with NEXT conference details	EMC	
Collate speaker presentations and prepare for upload onto ACRA website	OC/SC	
Distribute online evaluation form link	OC/SC	
Distribute Certificates of Attendance via email (if required)	OC/SC	
Chase up any outstanding monies	OC	
Print off an outstanding & refunds list	OC	
Pay any outstanding tax invoices from suppliers	OC	
Send out hotel accommodation commission requests	OC	
Finalise final invoice for ASM SECRETARY	OC/ CS	
Compile feedback from online evaluation forms	OC/SC	
Finalise profit/loss report	OC/ CS/ CS	
Prepare event report for EMC	OC/SC	

Appendix 4- Example of a Memorandum of Understanding (MOU)**MEMORANDUM OF UNDERSTANDING FOR THE JOINT 2008 CONFERENCE IN ALICE SPRINGS BETWEEN THE AUSTRALIAN CARDIOVASCULAR HEALTH AND REHABILITATION ASSOCIATION (ACRA) AND THE CHRONIC DISEASE NETWORK (CDN)****INTRODUCTION:**

The Australian Cardiovascular Health and Rehabilitation Association Inc (ACRA) is a national association representing multidisciplinary health professionals who are involved in the primary, secondary and tertiary prevention of cardiac disease and closely related conditions.

The Chronic Disease Network (CDN) is made up of over 90 government and non government organisations across the NT. The primary aims of the CDN are to link stakeholders & promote; communication, collaboration, coordination and collective memory in the area of common chronic diseases affecting the NT population, across the continuum of care.

HEAD OF AGREEMENT:

This Memorandum of Understanding sets out the basis of this agreement.
ACRA and CDN will jointly convene a conference in Alice Springs, August 2008.

PERIOD OF AGREEMENT:

From date of signing until both parties have accepted the final audit statement and report for the 2008 conference.

POINTS OF AGREEMENT:

ACRA and CDN agree to;

Co-naming rights, whereby the names on promotional, legal, financial and administrative documentation both appear consistently, in consistent font and size.

Work cooperatively within the organising and scientific committees with representation and resources contributed equally between the organisations. Both organisations will appreciate the specific content and requirements specific to each organisation and endeavour, where possible, to accommodate these requirements.

The joint Conference Organising Committee will determine governance, secretariat, financial administration and administrative arrangements and standards both for its own conduct and the conduct of the Conference. This will include matters such as decision making, quorum and the selection of a Committee Chair.

Reduced fees will be paid by members of the ACRA and NT residents up until the end date of the early bird registration. People residing outside of the NT will be expected to become members of ACRA if they want reduced registration.

Financial transactions and management will be consistent with those detailed in the Best Conference and Events Company (BCEC) – Standard Accounting Process document (Appendix A). Whereby both parties initially forward seeding funds of \$6000 and thereafter the income and expenditure will be administered consistent with the above-mentioned document by BCEC.

All transactions are to be agreed upon by both organisations. Significant investments, decision making and actions are to be minuted and documented with circulation to the conference organising committee and the Executive Management Committee of each organisation.

A full financial audit of the 2008 conference financial transactions will be conducted only on the completion of all financial transactions related to the conference, including Business Activity Statements, with the division of surplus funds being the final transaction immediately prior to the final signing of the audit. The registered individual or party commissioned to conduct the audit, and the standards to which the audit will be conducted, will be agreed upon by both organisations.

On the completion of the financial transactions of the conference, all seeding monies contributed by each organisation will be reimbursed prior to the division of surplus.

A co-developed conference report, including financial report and budget is to be provided to both organisations prior to the business meetings of each organisation.

Each organisation accepts and appreciates the constitutional requirements governing the actions of each organisation. The ACRA and/or CDN's General and/or Conference Policy and Procedures manuals will be referred to and utilised where possible to meet the needs, but without detriment to the other organisation, in an attempt to retain certain aspects of tradition, focus and purpose for their delegates and members.

At any stage, a member of the Conference Organising Committee may, for any purpose, hold the right to consult their organisation's Executive Management Committee for clarification, approval and/or advice regarding actions, activities and expenditure related to the conference.

All costs and expenses of the conference will be split 50/50 between organisations.

Any profits/losses from the conference would be split 50/50 between the organisations.

An insurance policy will be taken out to cover the conference and associated events and activities including loss or damages, will be agreed upon by the Organising Committee and the Executive Management Committee of each organisation.

The organising committee shall aim to make a modest profit from the conference as agreed upon within the budget. The development and any changes to the conference budget will be circulated to the organising committee and the Executive Management Committees of each organisation.

Members of the organising committee do so on a voluntary basis, and without direct or indirect remuneration or reimbursement for their contribution towards the conference.

Both organisations will appreciate the existence of longstanding sponsors for each party and will endeavour, where possible, to accommodate these requirements.

Copyright

During the collaboration, and thereafter, each party will respect the copyright of any information and resources developed under the auspices of the collaboration and/or its collaborators, and may not use or attempt to use any such information, documents or data in a manner which may breach copyright.

Intellectual Property

All intellectual property rights developed during the term of the collaboration shall remain the property of the party who created that material in which that right subsists.

Where collaborative efforts lead to the development or modification of a product, the issue of the ownership of any intellectual property vesting in that development or modification will be determined by reference to the contribution by each party to that development or modification, such agreement to be approved by the Organising Committee. Where agreement cannot be reached between those members, it shall proceed to the dispute resolution process.

Dispute resolution

In the event of a disagreement arising between the two parties, the following dispute resolution procedure will be adopted:

Each party's representative shall meet and endeavour to resolve the dispute in an informal manner;

If the matter is not resolved within three working days, representatives of each organisation's

Executive Management Committee shall meet and endeavour to resolve the dispute;

If the dispute remains unresolved within two weeks of being referred to the representatives of each organisation's Executive Management Committee, both parties agree to refer the dispute to mediation by a mutually agreed mediator or a mediator selected by the president of the Law Institute of Australia;

The cost of the dispute resolution shall be shared equally between both parties.

Termination

Either party shall have the right to terminate its involvement with the Conference at any time upon giving three (3) months prior notice in writing.

Both parties agree that, in the event of termination by either party or by mutual agreement, that:

Expenses, liabilities and commitments incurred will be equally shared

Seed funding will be returned to granting organisation

Any income received will be equally shared

to the extent that liability will fall on each individual party in so far as their actions have caused loss, harm, damage, cost or expense. Liability will only be joint where the actions of both parties have caused loss or damage. This liability will be determined by reference to the extent that it reasonably reflects each party's participation in the events which created the loss or liability.

SIGNATURES:

President ACRA

Program Director,

Appendix 5 - Past scientific meetings

	Year	State	Venue	Dates	Conference Convenor	Conference Theme	ACRA President
1	1991	New South Wales	Westmead Hospital, Westmead	Fri Aug 9 th	Jennifer Gale New South Wales	Evaluation in CR	
2	1992	Victoria	Melbourne	Sat Aug 1 st	Marian Worcester Victoria		
3	1993	Queensland	Gateway Hotel, North Quay Brisbane	August 19-21	Jacqueline Dacey Queensland	Innovations in Total Cardiac Care	? Jacquie Dacey
4	1994	South Australia	Adelaide	August 5-6	Sabine Peacock	Cardiac Rehabilitation – leaping into the future	Jane Kerr
5	1995	New South Wales	Canberra (ACT)	August 3-5	Kerry Inder New South Wales	In Sickness and in Health	Tom Briffa
6	1996	Queensland	Carlton Crest Hotel, Brisbane	August 2-4	Jacqueline Dacey-Crighton, QLD	Looking Within, Reaching Out	Peta Cadd Victoria
7	1997	Tasmania	Wrest Point Convention Centre, Hobart	August 7-9	Sue Sanderson Tasmania	Closing the Gap	Kerry Inder New South Wales
8	1998	Western Australia	Hyatt Regency, Perth	July 30 - August 1	Kylie Oliver Western Australia	Moving into the Community – a changing focus in the 21st century	Susie Hooper Victoria
9	1999	New South Wales	Panthers Convention Centre, Penrith	August 12-14	Robert Zecchin New South Wales	Lifestyle Changes - A Pandora's Box	Kylie Kidby Queensland
10	2000	Victoria	Melbourne	August 3-5	Sue Rosenhain Victoria	From Evidence to Practice	Helen McBurney Victoria
11	2001	Queensland	Noosa	September 6-9	Julanne Hatcher Queensland	Changing Hearts, Changing Minds	Helen McBurney Victoria
12	2002	New South Wales	Sydney	May	Tom Briffa WA		Sandy McKellar Qld

ACRA ANNUAL CONFERENCE GUIDELINES							
	Year	State	Venue	Dates	Conference Convenor	Conference Theme	ACRA President
13	2003	South Australia	Adelaide	August 7– 9	Sue Moore	Cardiac Rehabilitation Who have we forgotten?	Sandy McKellar
14	2004	Queensland	Gold Coast	August 5	SA Sandy McKellar	Covering all phases	Qld Sue Sanderson
15	2005	Western Australia	Fremantle	August 3 -5	Narelle Wilson & Tom Briffa	Challenging Practices, Broadening Horizons	Tas Sue Sanderson
16	2006	Victoria	Melbourne				
17	2007	Tasmania	Hobart	22 – 24 August			
18	2008	Northern Territory	Alice Springs	August 13-15	Chrissie Inglis	Health at the heart of Australia	Robyn Speerin
19	2009	NSW	Sydney	August 9-10	Robyn Speerin		Robyn Speerin
20	2010	ACT	Canberra	August 12-14	Marg Flaherty		Paula Candlish
21	2011	Western Australia	Perth	August 8-10	Andrew Maiorana		Paula Candlish
22	2012	Qld	Brisbane	August 13-15	Sandy McKellar	Crisis. Recover. Rehabilitate.	Sindy Millington
23	2013	Vic/Tas	Melbourne	August 12-14	Kim Gray/Sue Sanderson	Bridging the Divide	Stephen Woodruffe
24	2014	NSW	Sydney	August 21-13	Dawn Mc Ivor/Lis Neubeck	Sex, drugs & rock 'n roll	Stephen Woodruffe
25	2015	VIC	Melbourne	August 10-12	Dawn Mc Ivor/ Di Lynch	Past Present & Future	Stephen Woodruffe
26	2016	South Australia	Adelaide	August 1-3	Dianna Lynch/ Helen McLean	Transforming into the future	Lis Neubeck
27	2017	Western Australia	Perth	August 7 th -9 th	Helen Mclean/Paul Camp	Waves of change, oans of opportunity	Lis Neubeck
28	2018	Qld	Brisbane	July 30 th -August 1 st	Paul Camp/ Dawn Mclvor	Create, Collaborate, Grow	Robyn Gallagher

ACRA ANNUAL CONFERENCE GUIDELINES

	Year	State	Venue	Dates	Conference Convenor	Conference Theme	ACRA President
29	2019	NSW	Sydney	August 5 - 7	Cate Ferry/ Rob Zecchin/ Dawn McIvor	Cardiac Rehabilitation: Building Bridges	Robyn Gallagher
30	2020	VIC	Melbourne (Virtual Conference)	August 10 - 12	Carmel Bourne / Susie Cartledge	Looking back, looking forward	Kim Gray
	2021		Conference not held				Kim Gray
31	2022	QLD	Gold Coast	August 8 - 10	Carmel Bourne	People, Purpose, Opportunity	Carolyn Astley

Appendix 6 – Examples of past brochures for the ACRA ASM/conference



Communicate Collaborate Connect

**ACRA 2016 Annual Scientific Meeting
Rendevouz Hotel Scarborough**

The reasons to attend the ACRA scientific are many, five key reasons to attend Perth in 2017.

Educational opportunities.

No matter how experienced you are at your business, everyone can learn. Break down the barriers of distance which can be isolating. Without exposure to a new ideas and trends we can't keep up with evidence based practice. You will learn new ways to more productive and provide the best quality care.

Networking with peers.

People are our most valuable resource learn from others for referrals and best-practices. Collaboration is the way to approach networking. Discovering innovative products and services so necessary in today's fast-paced world.

Position yourself as an expert.

Develop your service's reputation as an expert to your peers. Consumers/patients feel good about being involved in services that are highly rated by their peers.

Have fun.

Holding a cardiac rehab clinical position should be rewarding and fun. We intend to have many fun activities at the conference and showcase our beautiful city. Maximize your investment in time and travel to enjoy all we have instore for you.



Australian Cardiovascular Health
and Rehabilitation Association
www.acra.net.au



Appendix 7 - Example of Call for Abstracts correspondence

Australian Cardiovascular Health and Rehabilitation Association 2018 Annual Scientific Meeting

CALL FOR ABSTRACTS

The Scientific Committee would like to encourage you to present at the Annual Scientific Meeting by submitting an abstract for review and consideration. The ACRA 2018 ASM will be held from Monday, 30th July to Wednesday, 1st August 2018 at the Hotel Grand Chancellor Brisbane, Queensland.

The overarching aim of the 2018 meeting will be to “Create, Collaborate, and Grow”. This theme recognises that relationships in which partners work collaboratively towards shared goals, allow for greater recognition, reward and success than individuals competing in a landscape of finite resources. This idea will be echoed through the conference as we explore the latest in cardiovascular care, while also taking a moment to stop and consider our own role as “healthy” professionals. We will also be using innovative formats such as “walk-shops” to showcase the latest innovations in care.

Abstract submission deadline: Monday, 19th March 2018.

ABSTRACT SUBMISSION

Your abstract should be entered into either the **research** or **clinical** category. Alternatively, see the separate call for projects to be entered into the new, “**Clinical Excellence Showcase**”.

While you will be asked to indicate your preferred presentation format, either **oral** or **poster**, the Scientific Committee may request an alternate format be considered.

You will be asked to submit:

- Name and contact details of the presenting author
- Name and affiliation/s of all author/s
- Preferred presentation type
- Abstract title
- Abstract content (this should not exceed 250 words)

To submit your abstract, you will need to create a profile (if you do not have one already) in our online abstract management system, *Currinda*. This is a simple step and will take less than two minutes to set up. Once you have registered your profile, the abstract submission process is quite simple and easy to follow.

Please submit your abstract online by close of business **Monday, 19th March 2018** via this link – **TAS TO INSERT LINK WHEN AVAILABLE**

This year we also have a **new separate category for innovative projects, programs or quality improvement initiatives**. These presentations do not require a formal submission of abstract and are designed to be short, sharp, exciting and practical. Please see the separate call for our “**Clinical Excellence Showcase**” for more information about the submission process for this category.

ABSTRACT CONTENT HELPFUL HINTS

Points to consider when uploading your abstract:

- Only capitalise the first word and pronouns in your Abstract Title
- Make sure you include all the authors and their organisation details in the affiliation section
- Abstract should not exceed 250 words
- Your abstract will appear on the Conference App exactly how you submit it

ACRA ANNUAL CONFERENCE GUIDELINES

- Use the points below to help direct what should be included in your abstract content

Abstract Heading Suggestions:

- Background/Rationale
- Methods
- Outcomes
- Implications for practice
- Conclusions / key messages

Please note that all accepted abstract presenting authors are required to register and pay, for at least one day, at the ACRA 2018 ASM.

REVIEW PROCESS

All abstracts will undergo a blind peer-review process by the Scientific Committee. The Scientific Committee will allocate abstracts to the program taking into account the balance of the program.

NOTIFICATION OF ABSTRACTS STATUS

An acknowledgement email will be sent as confirmation of receipt of your abstract. After the review process, a notification email will be sent to the submitting author by Monday, 21st May 2018. It is the submitting authors responsibility to forward this notification to the presenting author.

Please note: Upon acceptance, the Organising Committee reserve the right to modify the title and/or description of the abstract for the purpose of our conference website, conference app and other promotions. You will have the opportunity to approve/edit if required.

IMPORTANT DATES

Registration open	February
Abstracts due	March
Abstract acceptance advised	May
Full Scientific Program available	June
Early bird registration closes	June

PRIZES

The following prizes will be awarded during the Conference:

- Best Poster Award
- Best Research Paper Presentation Award
- Best Clinical Paper Presentation Award
- People's Choice Award (Oral)
- People's Choice Award (Poster)

Finalists for the prize sessions will be selected to present based on the ranking of the abstract. Both ACRA members and non-members are eligible for prizes. Oral papers selected for the prize sessions will be allocated 10 minutes' presentation time, plus 5 minutes for Q&A.

Posters will be displayed for the duration of the conference program. There will also be a dedicated Poster Q & A Session during one catering break on each day of the conference during which you are asked to be "in residence" at your poster to present your work to delegates and answer questions.

Both oral and poster presentations selected for the prize sessions will be marked on the following criteria:

- Visual layout and presentation
- Impact and/or significance
- Quality of presentation
- Results / scientific merit

- Responses to questions
- Adherence to time allocation

In all sessions, timings must be strictly adhered to. Presentations which run over the time allocated risk being penalised.

ACRA 2018 ASM SECRETARIAT

For all enquiries please contact:

ACRA 2018 ASM Secretariat
C/- The Association Specialists
PO Box 576
Crows Nest NSW 1585 Australia
Tel: +61 2 9431 8600
Fax: +61 2 9431 8677
Email: acra@theassociationspecialists.com.au

Appendix 8 - Instructions for 5 minute oral presentation

Dear ,

On behalf of the organising committee, it is our great pleasure to invite you to be a member of the speaking faculty for our exciting meeting to be held in Brisbane from August 13-15th 2012.

Chair persons have been asked to enforce the times of each presentation. To achieve this please note the following instructions:

1. Please be in the allocated theatre at the start of the mini-oral session indicated above. Please see The Conference Company team member who will advise you where to sit.
2. Please find attached the Powerpoint template to use for your mini-oral presentation, where a maximum of 4 slides is permissible. All information must appear on each slide, sequential builds are not to be used.
3. Three minutes have been allocated for your presentation. There will be a count down clock on the screen and the screen will switch off at 3 minutes and 30 seconds if you go over time.
4. At three minutes, a buzzer will sound and you will have the opportunity to answer 1-2 questions.
5. At 5 minutes the next presentation will appear on the screen. The chair will thank you and introduce the next speaker.

At the Venue

Please ensure that you load your presentation here well in advance of your session. Please see us at the Registration Desk on arrival and we can assist you.

Registration

All presenting authors (oral, mini-oral and poster) must register and pay for the Meeting. If you have not already done so, please register at www.cdesign.com/acra2012

In order to allow us to include your details in the printed Abstract Supplement, please note that you will need to have registered no later than 12noon, 5 July 2012. Otherwise, we regret that your presentation will have to be removed from the program. If you decide to withdraw your abstract, please advise us as soon as possible so that the program can be adjusted accordingly.

Meeting Programme

The programme overview is available on the website www.cdesign.com/acra2012

Thank you for your participation in this event and we look forward to welcoming you to the meeting.

Yours Sincerely Co-Chairs Scientific Committee

Appendix 9 – Instructions and call for Clinical Excellence Showcase

Australian Cardiovascular Health and Rehabilitation Association

2018 Annual Scientific Meeting

SHARE YOUR INNOVATIVE PRACTICES IN OUR NEW CLINICAL EXCELLENCE SHOWCASE

Have you implemented an innovative practice? Overcome a clinical challenge? Run a really successful quality improvement project? Set-up a program or service which offers something a little out of the ordinary? If so we want to hear from you! The 2018 ASM provides an opportunity to take your creation and share it with colleagues in an aim to grow our collaborative clinical practice.

The 2018 meeting will see the introduction of a brand new concept to the scientific program: **A Clinical Excellence Showcase in Cardiac Rehabilitation and Secondary Prevention**. This session will be filled with rapid-fire clinical presentations which are designed to share ideas to improve care. Presenters will be required to share their stories of success (or failure!) in just 3 minutes each, with an additional 2 minutes set aside for audience questions. The aim is for the presentations to be short, sharp, informative and above all, fun! We hope to leave delegates with at least one good, practical idea to implement in their own practice. Presenters selected for the clinical excellence showcase will also be allocated a space in the speaker's lounge during the following catering break to chat with delegates about their work.

By sharing your issues and innovations in this session you will be able to work with your colleagues to improve the cardiovascular care of patients.

Submission deadline: Monday, 19th March 2018.

SUBMISSION PROCESS

Your innovation or project should be entered into the **clinical excellence category**. This may be a project which focusses on improving patient care, clinical performance, quality improvement or operational systems.

You will be asked to describe:

1. What was the problem you were faced with or gap you needed to fill?
2. How did you go about it? What did you do? What steps did you take?
3. What outcomes have occurred as a result of your innovation/project?
4. Lessons learnt from the process you can share with others

You will be asked to submit:

- Name and contact details of the presenting author
- Name and affiliation/s of all author/s
- Innovation/presentation title
- Submission content (this should not exceed 350 words)

Points to consider when uploading your submission:

- Only capitalise the first word and pronouns in your title
- Make sure you include all the authors and their organisation details in the affiliation section
- Submission should not exceed 300 words
- Your submission will appear on the Conference App exactly how you submit it

Please note that all accepted presenting authors are required to register and pay, for at least one day, at the ACRA 2018 ASM.

To submit your clinical excellence project, you will need to create a profile (if you do not have one already) in our online abstract management system, *Oxford Abstracts*. This is a simple step and will take less than two minutes to set up. Once you have registered your profile, the submission process is quite simple and easy to follow.

ACRA ANNUAL CONFERENCE GUIDELINES

Please submit online by close of business **Monday, XX March 2022** via this link [- Scientific Committee TO INSERT LINK WHEN AVAILABLE](#)

REVIEW PROCESS

All submissions will undergo a blind peer-review process by the Scientific Committee. The Scientific Committee will allocate submissions to the program taking into account the balance of the program.

NOTIFICATION OF SUBMISSION STATUS

An acknowledgement email will be sent as confirmation of receipt of your submission. After the review process, a notification email will be sent to the submitting author by Monday, 23rd May 2022. It is the submitting authors responsibility to forward this notification to the presenting author.

Please note: Upon acceptance, the Organising Committee reserve the right to modify the title and/or description of the submission for the purpose of our conference website, conference app and other promotions. You will have the opportunity to approve/edit if required.

IMPORTANT DATES

Registration open	February
Submissions due	March
Submission acceptance advised	May
Full Scientific Program available	June
Early bird registration closes	June 30
ACRA 2022ASM	Monday, 8 August – Wednesday, 10 August 2018

ACRA 2022 ASM SECRETARIAT

Ms Cate Ferry

cate.ferry@gmail.com

For all enquiries and conference communication a conference email was set up :

acra2022asm@gmail.com

ADVERTISING & MAIL CHIMP EMAILS:

The Association Specialists

PO Box 576

Crows Nest NSW 1585 Australia

Tel: +61 2 9431 8600

Fax: +61 2 9431 8677

Email: acra@theassociationspecialists.com.au

Information to presenters:

Since ACRA2018 the introduction of a new concept to the scientific program: A Clinical Excellence Showcase in Cardiac Rehabilitation and Secondary Prevention. The aim of this session is to provide rapid-fire clinical presentations that are designed to share ideas to improve care. As a presenter, you are required to share your story in **just 5 minutes**, with an **additional 2 minutes set aside for audience questions**. The aim is for the presentations to be short, sharp, informative and above all, fun! **Time limits will be strictly adhered to** so please practice and time your presentations before the day.

Feel free to break the format often required for presentations of introduction, methods, results, conclusions. Play around with your content. Have fun, make it different to a more formal oral presentation. Try to limit your slides if you can. Use images, infographics, graphs and diagrams to get your point across if possible.

Perhaps think about the following structure when preparing your content:

1. What was the problem you were faced with or gap you needed to fill?
2. How did you go about it? What did you do? What steps did you take?
3. What outcomes have occurred as a result of your innovation/project?
4. Lessons learnt from the process you can share with others. **Try and have one practical take-home message for the audience**

All presenters in the clinical excellence showcase will be seated on the stage for the duration of the showcase and we will move quickly from one presenter to the next. You will make your presentation, answer questions and return to your seat. At the end of the showcase, there should be extra time to take more questions from the audience about any presentation in the showcase. There will also be an allocated space in the networking lounge during lunch to chat with delegates about your work.

Thank you for taking part in this session. By sharing your issues and innovations in this session, you will be able to work with your colleagues to improve the cardiovascular care of patients. If you have any further questions about your participation please email Bridget Abell (bridget.abell@qut.edu.au) or acra2022asm@gmail.com

Appendix 10 - Abstract review criteria

ACRA 20XX ASM
ABSTRACT REVIEW CRITERIA: RESEARCH AND CLINICAL

Research Abstract Criteria		Score
Quality (10 points overall)	The title is specific, adequate and concise (e.g. PICO fulfilled)	/ 1
	Aims, objectives, hypotheses or research question(s) are clearly stated	/ 1
	Study design, intervention (if applicable), method of data collection and analysis are sound, clearly described and appropriate to answer the research question	/ 4
	Shows substantial results indicating that the work has been, or is nearly completed	/ 1
	Quantitative data are presented using appropriate metrics (e.g. effect size, precision measures). Qualitative studies demonstrate the emergence of main themes, and categories are presented systematically and meaningfully for qualitative work	/ 2
	Are the conclusions clear, do they reflect the objectives and are they supported by the study results and limitations?	/ 1
Novelty	Study is innovative or investigates a new topic or application in the field of interest	/ 2
Advancement of field	The health state, policy or practice context is made clear	/ 1
Relevance	It is relevant to the conference audience	/ 1
Presentation	Abstract is concise and coherent with no/few grammatical or spelling errors	/ 1
TOTAL		/ 15

Clinical Abstract Criteria		Score
Quality (10 points overall)	The title is specific, adequate and concise	/ 1
	Aims and objectives are clearly stated	/ 1
	A gap in knowledge is clearly explained and justified	/ 2
	The project approach, strategies and methods are clearly described (including population/practice studied) and appropriate to answer the stated aims	/ 4
	Shows substantial findings/results indicating that the work has been, or is nearly completed	/ 1
	The main results/findings are provided and address the aims/objectives	/ 1
Implications for practice	The contribution to current and future cardiac rehabilitation practice or the promotion of cardiovascular health is considered and supported by the findings	/ 2

ACRA ANNUAL CONFERENCE GUIDELINES

Relevance	It is relevant to the conference audience	/ 1
Novelty	Innovative information or practice is investigated or a new way of considering the topic is presented	/ 2
TOTAL		/ 15

ACRA 20XX ASM **REVIEW CRITERIA: Clinical Excellence Showcase**

Clinical Excellence Showcase Criteria		Score
Quality and Implications for Practice	The problem/background to the clinical innovation is clearly described and current gaps in service delivery have been identified	/ 1
	The approach, strategies and methods of the project/innovation are clearly described and appear appropriate to address the service gap or problem identified	/ 2
	The outcomes of the project/innovation are provided in sufficient detail	/ 1
	The author provides one or more implications/lessons for cardiac rehabilitation clinical practice which are supported by the processes or outcomes of their project	/ 2
Relevance	It is relevant to the conference audience	/ 1
Suitability	It is suitable for presentation in a rapid-fire format (3 minutes + 2 minutes questions)	/ 1
Innovation	Innovative clinical practice is demonstrated	/ 2
TOTAL		/ 10

Appendix 11 - Example of a program outline

Pre-conference workshop & welcome			
Times	Session / Function		
	Set-up Exhibition Booths		
1200	Registration desk opens		
1330-1530	Workshop	Workshop	Workshop
1600-1700	Members' forum		
1800-1930	Welcome drinks (+/-) moderated posters		
Day 2			
Times	Session / Function		
0700-0800	Breakfast meeting		
0730	Registration desk opens		
0830-0900	Conference opens- welcome from ACRA president and Welcome to Country		
0900-0945	Keynote presentation		
0945-1030	Keynote presentation		
1030-1100	Morning tea		
1100-1215	Research prize session		
1215-1300	Free papers		
1300-1400	Lunch & ACRA AGM		
1400-1530	Workshop	Workshop	Workshop
1530-1600	Afternoon tea		
1600-1715	Invited papers		
1930-0000	Conference dinner		
Day 3			
Times	Session / Function		
0730-0800	State President's Breakfast/Breakfast meeting/walk/yoga		
0800	Registration desk opens		
0900-0945	Keynote presentation		
0945-1030	Keynote presentation		
1030-1100	Morning tea		
1100-1215	Clinical prize session		
1215-1300	Free papers		

ACRA ANNUAL CONFERENCE GUIDELINES

1300-1400	Lunch
1400-1530	Workshop Workshop Workshop
1530-1600	Afternoon tea
1600-1640	Keynote presentation
1640-1700	Conference summary, promotion of next conference, award of prizes and close

ALTERNATE PRELIMINARY PROGRAM

PRE-CONFERENCE PROGRAM

8:00am – 6:00pm	Registration Desk Open
11:00am – 5:00pm	Pre-Conference Workshop
11:00am – 1:00pm	Workshop morning session
1:00pm – 1:45pm	Lunch and Trade Exhibition
1:45pm – 3:15pm	Workshop afternoon session
3:15pm – 4:00pm	Afternoon Tea and Trade Exhibition
4:00pm – 5:00pm	Members Forum
6:00pm – 8:00pm	Welcome Reception

CONFERENCE PROGRAM – DAY 1

	Registration Desk Open			
7:15-8:00	Breakfast Workshop (Heart Foundation)			
	Plenary Session 1			
8:30-8:40	Welcome to Country			
8:40-8:45	Convener Welcome Welcome delegates, housekeeping and updates			
8:45-9:00	Official Opening via Patient Story			
9:00-9:40	Keynote Speaker 1 (National- Alan Goble Oration)			
9:40-9:45	<i>Get Up and Move!</i>			
9:45-10:25	Keynote Speaker 2			
10:25-10:45	Morning Tea, Poster Display and Trade Exhibition			
	Plenary Session 2 Chair: TBC			
10:45-11:45	Research Prize Session			
10:45-11:00	Speaker 1			
11:00-11:15	Speaker 2			
11:15-11:30	Speaker 3			
11:30-11:45	Speaker 4			
11:45-11:50	<i>Get Up and Move!</i>			
11:50-12:30	Clinical Excellence Showcase (5 min presentations)			
12:30-1:30	Lunch, Poster Display and Trade Exhibition (inc. ACRA AGM)			
	CONCURRENT ABSTRACT SESSIONS			
	Theme: Room: Chair:	Theme: Room: Chair:	Theme: Room: Chair:	Theme: Room: Chair:
1:30-1:45	1	4	7	10
1:45-2:00	2	5	8	11
2:00-2:15	3	6	9	12
	CONCURRENT WORKSHOPS			
2:15-3:30				
3:30-4:00	Afternoon Tea, Poster Q & A session and Trade Exhibition			
	Plenary Session 3			
4:00-4:35	Keynote Speaker 3			
4:35-4:45	Patient Story (suggest this is moved earlier in the day)			
4:45pm	Close of Day 1			
6:15pm – 6:30pm	Coach transfers departing Hotel Grand Chancellor Brisbane			
7:00pm –	ACRA 2018 ASM Gala Dinner			

ACRA ANNUAL CONFERENCE GUIDELINES

11:00pm

CONFERENCE PROGRAM – DAY 2

	Registration Desk Open			
7:30-8:30	Guided walk or sponsored breakfast			
	Plenary Session 4			
8:55-9:00	Chair to welcome delegates, housekeeping, updates			
9:00-9:40	Keynote Speaker 4			
9:40-9:45	Get Up and Move!			
9:45-10:45	Clinical Prize Session			
9:45-10:00	Speaker 1			
10:00-10:15	Speaker 2			
10:15-10:30	Speaker 3			
10:30-10:45	Speaker 4			
10:45-11:15	Morning Tea, Poster Display and Trade Exhibition			
CONCURRENT WORKSHOPS				
11:15-12:30				
12:30-1:15	Lunch, Poster Q & A Session and Trade Exhibition			
PARALLEL SESSIONS (if not enough abstracts submitted to become 2 x keynotes/sponsor only)				
	Theme: Room: Chair:	Theme: Room: Chair:	Theme: Room: Chair:	
1:15-1:30	Abstract 13	Abstract 17	Sponsor speaker 1	
1:30-1:45	Abstract 14	Abstract 18		
1:45-2:00	Abstract 15	Abstract 19	Sponsor speaker 2	
2:00-2:15	Abstract 16	Abstract 20		
2:15-2:20	Get Up and Move!			
INVITED SPEAKER SYMPOSIUMS				
	Theme: “Create”	Theme: “Collaborate”- ATSI	Theme: “Grow”	
2:20-2:40				
2:40-3:00				
3:00-3:20				
3:20-3:30	Panel Discussion	Panel Discussion inc. Aboriginal patient	Panel Discussion	
3:30-3:50	Afternoon Tea, Poster Display and Trade Exhibition			
Plenary Session 5				
Chair: TBC				
3:50-4:30	Debate			
4:30-4:40	The Final Word (a patient story)			
4:40-4:50	Prizes and Awards Clinical Paper, Research Paper, Poster Prizes, People’s Choice, Committee, Exhibitor Passport Prize, Poster Passport Prize			
4:50-5:00	ACRA 2019 ASM Promo			
5:00pm	Conclusion of Conference			

Appendix 12 – Example of Alan Goble Oration Introductory Slides and Speakers

DR ALAN GOBLE

- Visionary cardiologist who championed secondary prevention of CVD and cardiac rehabilitation for over 40 years
- Widely considered to be the pioneer of cardiac rehabilitation in Australia
- Director of the National and Victorian Boards of the National Heart Foundation
- Cardiology Consultant at the Heart Research Centre (now Australian Centre for Heart Health) and an adviser to the Board of Directors.
- First person to be awarded the ACRA Distinguished Service Award
- Mentor to many clinicians



Dr Alan Goble MD, FRCP, FRACP, FCSANZ (1925-2012)



ALAN GOBLE ORATION



Inaugural 2016 - Professor Manny Noakes



2017 - Associate Professor Tom Briffa



2018 - Associate Professor David Colquhoun



Historical Topics and Speakers

- **Manny Noakes:** “Are sugar and salt more deadly than heroin?”
- **Tom Briffa:** “Secondary Prevention – Surfing the future of Cardiovascular Disease”
- **David Colquhoun:** “The challenge of reaching out to Cardiologists: How can we get them involved in Cardiac Rehabilitation?”

Appendix 13 - Examples of correspondence to engage speakers



Date

Dr/Mr/Mrs

Organisation

Address

Perth, WA, 6000

Dear,

Further to your conversation/email correspondence with _____, the Organising Committee of the Australian Cardiovascular Health and Rehabilitation Association Annual Conference in Perth would like to take this opportunity to formally invite you to speak at the Conference on “_____”. The exact time of the session is yet to be confirmed, but has been pencilled in for _____ 2017. Your presentation will be 30 minutes including questions. We will also please require an abstract (<250 words) and brief bio (50 – 100 words) for the Conference Program by the _____ May.

The conference will be held at the Sea World Resort, Gold Coast (for more information see <http://www.acra.net.au/>). The theme for this conference is “People, Purpose, Opportunity” recognising that the only constant is change and how in today’s fast-paced and highly competitive health care environment it is crucial for services to embrace new ways of delivery, be innovative, and above all be flexible enough to embrace the opportunities that come with change.

Please don’t hesitate to contact myself or the scientific lead _____PH.....or email atif you wish to discuss any aspect of the Conference or your involvement.

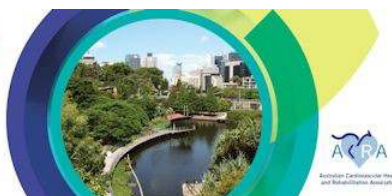
With gratitude

Name

31st ACRA Annual Scientific Meeting, Conference Convenor 2022

Email

phone number



25th June 2018

Name

Email: [email](#)

Dear ,

**Invitation to participate in the Australian Cardiovascular
Health and Rehabilitation Association 2018 Annual Scientific Meeting
30 July – 1 August 2018, Brisbane, QLD
<http://www.acra.net.au/acra-2018-asm/>**

The Australian Cardiovascular Health and Rehabilitation Association (ACRA) will hold their Annual Scientific Meeting in Brisbane at the the Hotel Grand Chancellor from Monday, 30th July to Wednesday 1st August 2018. The ACRA Annual Scientific Meeting is our major national forum for the exchange of ideas and discussion about the latest developments in prevention and management of cardiovascular disease. On behalf of the Scientific Committee, I would like to take this opportunity to formally invite you to take part in the Scientific Program of our conference.

The theme for the conference is “*create/collaborate/grow*”. In line with this theme we aim to provide:

- The highest quality up-to-the-minute research in cardiovascular secondary prevention
- An examination of what's new and challenging in the clinical practice of cardiac rehabilitation
- The chance to informally network with invited speakers and like-minded colleagues

Presentation Details

The Organising Committee hoped you might like to take part in a symposium currently titled “Acute care and the patient journey” on Wednesday 1st August. This invited speaker symposium is scheduled for 2:25pm – 3:35pm, with your 20 min talk commencing at 2:45pm. There will be a 10 minute panel question and answer session at the conclusion of this symposium at 3:25pm. The specific topic of your presentation should be related to:

- Insert topic

Speaker Benefits

We are pleased to offer the following benefits to facilitate your attendance:

- Insert benefits

Please don't hesitate to contact me if you wish to discuss any aspect of the Conference or your involvement, or if you wish to propose a different title. Our conference secretariat will be in touch over the coming months to assist in organising your attendance.

We are delighted at the prospect of having you involved in the ACRA 2018 ASM; we are confident that your contribution will help inspire a comprehensive conference program. It is only with the support of people such as yourself that we are able to succeed with our aim of maintaining a world-class meeting.

With kind regards,

Bridget Abell

Scientific Committee Chair

bridget.abell@qut.edu.au

Appendix 14 – Example of guided networking/round-table session

Introduce yourself to people you don't know and try to match up the items below. First to fill their sheet, yell out

Bingo!

An Exercise Physiologist or Physiotherapist	Someone who works in a different state to you	Someone who has worked in CR/SP for more than 10 years	Someone who has performed CPR on someone else
Name:	Name:	Name:	Name:
Someone who works primarily in a Community health centre	Someone who has already had their two serves of fruit today	Someone who lectures at a university	Someone who previously smoked
Name:	Name:	Name:	Name:

Rotate delegates around the room to several discussion bases. Can be done inside or outside as a walking session.

Base 1: How do you do things in your clinical practice?

Example discussion points (do not limit yourself to these)

- Any exceptions to usual Cardiac Rehab patients accepted into your care – e.g. AF patients, patients with high risk of CVD without a clinical diagnosis, other cardiac surgery
- Length of programs, sessions per week etc.
- What Multidisciplinary health professionals do your patients have ready access to?
- Use of technology – telehealth, web-based, telephone based
- What has changed significantly about your clinical practice service delivery in the past 12 months?
- What would you change about your service if you had the budget and the time?

Base 2: How do you look after your own health?

Example discussion points (do not limit yourself to these)

- Does anyone struggle to set the example of ideal cardiovascular health – eating well, not smoking, exercising enough, managing workload stress. Anyone brave enough to share???
- What are your tips for getting enough exercise?
- What are your tips for decreasing sitting periods?
- Share your tips for healthy eating
- What are your tips for managing stress and workload worries?
- How do you cope with an ever-changing health environment – decreasing LOS, increasing patient ambivalence, digital health, data collection, meeting KPIs

Base 3: How can we better collaborate to achieve greater patient outcomes and improvements in CR services?

Example discussion points (do not limit yourself to these)

- Share your stories of collaboration with doctors, multidisciplinary health teams, other CR service providers – let's hear the good and the bad
- What are the methods you have used to significantly increase collaboration across multiple disciplines – medical, nursing, allied health, student workforce
- How have you achieved greater engagement with primary care providers?
- Have you seen greater patient outcomes through better collaboration? What are the benefits?
- What are the pros and cons to state-wide processes? Is this improving local service delivery or hindering?

Appendix 15 - Information for session chairs

SESSION CHAIR GUIDELINES

Thank you for your support and involvement in the Annual Scientific Meeting of the Australian Cardiovascular Health and Rehabilitation Association as a session chair. This role is particularly important as it not only adds to the quality and relevance of information being provided to delegates, it also ensures that the program is professionally delivered in a timely manner.

BEFORE THE CONFERENCE

1. Please read this guideline document.
2. Please read the speaker and/or abstract information (if available) for your session. All information is included in this document.
3. Draft at least 1 question for the speaker to make the session as interactive as possible.
4. Both chair and co-chairs should have questions prepared for all speakers in the session.

This year the Conference Management Committee have incorporated a 'live question and answer element' into the conference app to encourage delegate interaction throughout the sessions. There are two elements to this feature:

- Speakers can set the questions and/or voting polls and delegates can answer or vote from their devices throughout the session.
- Delegates can post questions to the speakers from the conference app, and these will be asked at the end of the presentation (time permitting).

BEFORE THE SESSION

- Please arrive at the allocated room at least 5 minutes before the session is due to begin.
- An AV technician will be based in the back of the room for all plenary sessions. AV technicians will roam between concurrent session rooms to check on equipment. Should any AV issues arise during the session, please locate an AV technician to assist.
- Please check the program in the conference app or pocket program carefully to determine how long each speaker has for their presentation. **All speaking times include the 5 minutes for questions at the end.**
- Please introduce yourself to the respective speakers as they arrive. Assist the speakers to become familiar with the AV set up and discuss how a sign will prompt them when their speaking time is nearly up: 3 minutes to go, 1 minute to go signs (laminated signs are included in your folder, please ensure they are left in the room for the next session).
- Please familiarise yourself with the session speakers and their topics in advance, as outlined in the program. Speaker bios are included after these guidelines. To introduce the speaker, you do not need to read out the whole bio, just a few key points.
- In the plenary sessions, please designate one of the chairs to be responsible for timekeeping, and the other to be responsible for monitoring questions that come through the conference app using the laptop provided. Please use the following credentials to log in to the back end of the app, and see the separate instructions sheet provided for moderating the questions coming from the conference app:

URL: <https://crowdcomms.entegy.com.au/login>

Email: acra2022asm@gmail.com

Password: xxxxxxxx

Check with the Registration Desk staff prior to the commencement of your session to collect the speaker's gift to be presented at the conclusion of the session (invited/guest speakers only) and to obtain housekeeping, sponsorship and other announcement information.

DURING THE SESSION

- Please commence your session **strictly on time**.
- Welcome the audience, introduce yourself and the co-chair and announce the session name (noting any changes from the printed program)
- Remind the audience to use the conference app to evaluate the session at the end and to vote for the “People’s Choice Presentation”.
- Time each presentation to allow the next presentation to start on time. **This is important - if a speaker takes too long, it disadvantages other speakers in the session (particularly for those in Prize Sessions) and will affect the rest of the day’s program.**
- Please feel free to provide advice or assistance to any speaker who may be having problems with the audio-visual equipment or any other aspect of their presentation.
- If the speaker goes overtime, please politely interrupt the speaker to advise that their time is up and their session has concluded.
- Co-chairs should alternate introductions and questions.
- When taking questions from the conference app and the audience, please be sure to alternate the process of taking questions. i.e, the chair should read one question from the laptop screen, then take a question from the floor.
- If no questions are received through the app, then take questions from the floor. Likewise if there does not look to be questions from the floor, then move onto the next question in the app.
- A reminder that chairs must be prepared to have at least 1 question each if required. This is particularly important in prize sessions where questioning will provide some guide to the judges.
- Should a paper be withdrawn unexpectedly or a presenter not show up, you should proceed to the next presentation at its allocated time. Do not change the timing of the sessions unless it is confirmed with the ACRA 2018 Conference Staff at the Registration Desk.

CONCLUSION OF SESSION

- The Co-chair should close the session allowing time for a summary, thank the presenter(s), **present the gifts (invited/guest speakers only)** and invite the audience to show their appreciation. Gifts will be clearly labelled for the appropriate speaker.
- Where appropriate, please ensure you announce:
- Remind audience to use the Conference App to evaluate the session at the end and to vote for the “People’s Choice Presentation”.
- Ask delegates to visit the exhibition area and complete their Exhibitor Passport to go in the running for a prize.
- Remind delegates to visit the poster display area, located in the exhibition (Chancellor Ballroom).
- Advise that morning tea / lunch / afternoon tea will be served in the Exhibition Area, located in the Chancellor Ballroom.

Should you require assistance before or during your session, please contact the ASM Secretariat at the registration desk to contact an AV technician for you (insert contact details).

Appendix 16 - ACRA travel grant and scholarships***ACRA Scholarship Guidelines***

The ACRA Scholarships aim to provide financial assistance to ACRA members to attend courses or conferences relevant to cardiac rehabilitation.

The following guidelines are for ACRA Scholarships:

- Scholarships are available to financial ACRA members who meet the essential criteria
- Scholarships are for attendance at relevant courses or conferences
- Four scholarships, each of \$500, will be made available to assist with costs incurred in attending to the National ACRA conference.
- Scholarships will be awarded annually subject to the previous conference having produced a conference surplus at the discretion of the ACRA management committee
- Deadline for receipt of applications is 28 days prior to the start date of the ACRA Conference.
- Applications must be addressed to the ACRA Executive Committee
- The selection committee must comprise three members. This must include at least one ACRA executive committee member.
- Scholarships will be awarded on the basis of merit.
- Recipients of scholarship must provide two written reports back to the ACRA management committee within a month of the ACRA conference. These reports must be suitable for promotion by ACRA on the website and social media and will include a topic relevant to their work place (ie a new project they are working on) and their findings of the ACRA conference they attended.

The application for a scholarship should include:

- Details of ACRA membership
- Name and address of applicant
- Place of employment and present position
- Details of the conference or course you wish to attend and why this is relevant to the specialty of cardiac rehabilitation

- Reasons why this course is relevant to your role
- Details of possible source of other funding for travel support
- Reason for application for scholarship

Letter to members for ACRA Scholarship

Dear ACRA Members

If you are a financial member of ACRA you are eligible to apply for a scholarship to the value of \$500.00. The ACRA Executive Management Committee, have made available four (4) scholarships. Two (2) are for Co-ordinators of Cardiac Rehabilitation Programs and the other two (2) are for Rural members. Each scholarship is to the value of \$500.

Scholarships will be awarded on the basis of merit.

Recipients of scholarships must provide two written reports back to the ACRA management committee within a month of attending the course or conference. These reports must be suitable for publication in the ACRA newsletter and will include one report on a topic relevant to your work place (ie a new project you are working on) and the other report will be your findings of the course or conference (ie what you found interesting or what you learnt).

The deadline for receipt of applications is 28 days prior to the start of the conference. Scholarship winners will be announced at the conference at a time nominated by the Conference Management Committee or the ACRA Executive Management Committee. Your application for a scholarship should include:

- Name and address
- Details of membership
- Place of employment and present position
- Details of possible source of other funding for travel support
- Details of the conference or course you wish to attend and why this is relevant to the specialty of cardiac rehabilitation
- Reasons why this course is relevant to your role
- Details of possible source of other funding for travel support

Applications for Scholarships are to be addressed to the Executive Officer, ACRA, PO Box 576, Baulkham Hills, 1755. Email: admin@acra.net.au or *conference organisers*.

Appendix 17 – Marking/judging guidelines for prize sessions and posters

See next pages

Judging Sheet for RESEARCH PRIZE Presentation Award

10:45-11:45am, Tuesday 31st July 2018

1. The ACRA judging process remains anonymous. Please maintain confidentiality.
2. Please review the attached abstracts before the conference
3. Judges must be in attendance at the session
4. Please prepare a question to ask the presenter at the end of the presentation (See judging criteria “Responses to Questions”)
5. Judges should meet briefly after the session’s conclusion to collate scores and agree on the winning presentation. This can be done in the Grand Ballroom at 12pm.
6. **PLEASE ENSURE YOU RETURN YOUR JUDGING SHEET TO THE CONVENOR IN ATTENDANCE AT REGISTRATION DESK BEFORE 1700 HOURS ON TUESDAY 9 AUGUST 2022**
7. Please do not hesitate to contact us if you have any further questions about the judging process: ACRA 2022 Conference Secretariat acra2022asm@gmail.com; Scientific Chair bridget.abell@qut.edu.au
8. See next page for judging criteria

Judging Criteria for **RESEARCH PRIZE** Presentation Award

10:45-11:45am, Tuesday 9 JULY 2022

#	Name	Presentation (short title)	Study design, data collection and analyses are sound and appropriate to answer the proposed research question (-/5)	Relevance to cardiac rehabilitation practice (--/5)	Study is innovative, advances the field &/or investigates a novel application of existing knowledge (--/5)	Importance and impact of presented outcomes (--/5)	Engagement and clarity of presentation & slides (--/5)	Responses to questions (--/5)	Total (--/30)	Other Comments
1	Name	Title								
2										
3										
4										

YOUR NAME _____ (whilst the judging remains anonymous, we need to know your name in case a question arises when compiling scores)

Judging Sheet for **CLINICAL PRIZE Presentation Award**

9:45-10:45am, Wednesday 10th August 2022

- 1. The ACRA judging process remains anonymous. Please maintain confidentiality.**
- 2. Please review the attached abstracts before the conference**
- 3. Judges must be in attendance at the session**
- 4. Please prepare a question to ask the presenter at the end of the presentation (See judging criteria “Responses to Questions”)**
- 5. Judges should meet briefly after the session’s conclusion to collate scores and agree on the winning presentation. This can be done in the Grand Ballroom at 10:45am.**
- 6. PLEASE ENSURE YOU RETURN YOUR JUDGING SHEET TO THE CONVENOR IN ATTENDANCE AT REGISTRATION DESK BEFORE 1300 HOURS ON WEDNESDAY 10th AUGUST 2022**
- 7. Please do not hesitate to contact us if you have any further questions about the judging process: ACRA 2022 Conference Secretariat acra2022asm@gmail.com or Scientific Chair bridget.abell@qut.edu.au**
- 8. See next page for judging criteria**

Judging Criteria for **CLINICAL PRIZE** Presentation Award

9:45-10:45am, Wednesday 1st August 2018

#	Name	Presentation (short title)	The project approach, strategies and methods are appropriate to meet stated objectives/proble m (-/5)	Relevance to cardiac rehabilitation practice (--/5)	Project is innovative, advances the field &/or investigates a novel application of existing knowledge (--/5)	Importance and impact of presented outcomes (--/5)	Engagement and clarity of presentation & slides (--/5)	Responses to questions (--/5)	Total (--/30)	Other Comments
1	Name	Title								
2										
3										
4										

YOUR NAME _____ (whilst the judging remains anonymous, we need to know your name in case a question arises when compiling scores)

Judging Sheet for best POSTER PRIZE

Tuesday 31st July- Wednesday 1st August 2018

- 1. The ACRA judging process remains anonymous. Please maintain confidentiality.**
- 2. Judges must attempt to review all posters during the duration of the conference. Abstracts can be provided prior to the conference on request.**
- 3. Poster presenters will be available to answer questions or clarify content during Lunch on Tuesday and Morning Tea on Tuesday and Wednesday (10:45-11:45am).**
- 4. There is no judges' moderation session for posters at ACRA. Judges scores are collated to determine the winner.**
- 5. PLEASE ENSURE YOU RETURN YOUR JUDGING SHEET TO THE CONVENOR IN ATTENDANCE AT REGISTRATION DESK BEFORE 1300 HOURS ON WEDNESDAY 1st AUGUST 2018**
- 6. Please do not hesitate to contact us if you have any further questions about the judging process: ACRA 2022 Conference Secretariat acra2022asm@gmail.com ; Scientific Chair bridget.abell@qut.edu.au**
- 7. See next page for judging criteria**

Judging Sheet for best POSTER PRIZE

Tuesday 31st July- Wednesday 10th August 2018

[illegible]

Appendix 18 – Example of Alan Goble Distinguished Service Award trophy and wording

Trophy Engraving:



**The Australian Cardiovascular Health
and Rehabilitation Association**

**Alan Goble Distinguished Service Award
2018**

Steve Woodruffe

**In recognition of his extraordinary service
to Cardiovascular Health and Rehabilitation**

Examples of trophy designs:

N.B a good quality award will cost \$80-150 plus engraving



Appendix: Example of SPONSOR INFORMATION

ACRA 2022 ASM

On behalf of the Organising Committee, I would like to sincerely thank Solve CHD for their participation and support of ACRA 2022 ASM.

We are pleased to advise that our Sponsor Passport prize is a Garmin Forerunner 245 Music Watch (Valued at \$579) which we know will be an excellent incentive to ensure delegates interact with all our sponsors. We also have catering positioned within the exhibition space to encourage delegate flow.

Conference venue

The venue is SeaWorld Resort Conference Centre Sea World Drive Main Beach Qld 4217

Parking and accommodation are located at the Sea World Resort adjacent to the conference center.

Arrival times

Tuesday 9 August 2022

The Conference Centre is open from 0630 with the registration desk open from 0700 and the program scheduled to commence at 0830.

You are very welcome to arrive any time after 0630. We require all sponsor tables to be operational prior to morning tea and through lunch and afternoon tea.

The program concludes at 1700 with the delegates then meeting for the Gala Dinner at 1900.

Wednesday 10th August 2022

The Conference Centre is open from 0700 with the registration desk open from 0730 and the program scheduled to commence at 0845 and concludes at 1700.

We require all sponsor tables to be operational prior to morning tea and through to after lunch. Afternoon tea will be served; however, we will leave it to your discretion as to when you pack up.

Meals: Morning tea, lunch and afternoon tea and beverages, will be provided on Tuesday and Wednesday.

A floorplan of the Sea world Conference Centre is attached. As per our agreement a table, chairs, backing board (if requested) and exhibition area will be provided. Your allocated exhibition area is in section 2. Please check with the registration desk at bump in for final table allocation and any changes.

Access to the sponsor exhibition area, for the unloading of equipment, is flat & unrestricted through the Veranda entry of the Sea World Conference Centre.

A Conference program will be provided to all representatives.

For any queries during the conference please see Cate Ferry at the registration desk, at the Veranda entry or contact Cate on 0410539344 or myself on 0412605619.

Conference Registration

We require all onsite representatives to be registered for the event. Please ensure your representatives are registered by no later than Friday 29th July 2022.

Register via: <https://app.oxfordabstracts.com/events/2823/registrations/new> and use coupon code ACRA 2022 ASM for no charge at checkout.

A reminder of ASM Social Functions :

Welcome Reception

Monday 8 August 2022: 1800– 2000

Venue: Sunset Deck, Sea World Resort

Gala Dinner:

Have a fun night dressed in your best 80's Glam.

Wednesday 10 August 2022: 1900 – 2300 hours

Venue: The Plaza & Dolphin Beach: Sea World Marine Park.

Conference Accommodation

Conference prices are still available for accommodation at Sea World: link for the accommodation is:

<https://reservations.travelclick.com/107594?groupID=3353394>

Social Media:

If you have a Twitter account, we encourage you to tweet before/during/after the conference. Feel free to tag @ACRA_ACRA and @ACRAASM #acra2022

Once again on the behalf of ACRA we sincerely thank you for your sponsorship, without which these conferences would not be possible.

Please do not hesitate to contact myself or the organizing committee at acra2022asm@gmail.com should you have any questions.

We look forward to meeting you and discussing your exciting products.

Kind regards

Carmel Bourne

Conference Convenor

ACRA 2022 ASM

