



SPEAKER GUIDELINES

October 9-11, 2025
Washington, DC



**AMERICAN VEIN &
LYMPHATIC SOCIETY**
www.avlscongress.org

Correspondence send to education@myavls.org



2025 AVLS PRESENTATION SUBMISSION GUIDELINES

General Information:

The American Vein & Lymphatic Society (AVLS) is accredited to provide continuing medical education for healthcare professionals. AVLS is a category 1 accredited provider by the Accreditation Council for Continuing Medical Education (ACCME). AVLS enjoys a reciprocal relationship with the American Medical Association (AMA) Physician Recognition Award (PRA), the American Osteopathic Association (AOA), the Society for Vascular Ultrasound (SVU) and other nursing and ultrasonography accrediting bodies.

As such, the AVLS requires all associated presenters on its podium to submit a disclosure of financial interest in their presentation so any potential conflicts of interest related to the content of their presentation can be identified and resolved prior to its inclusion in the CME program.

All presenter profiles and disclosures MUST be completed and submitted by the deadline, **Monday, September 15, 2025, 11:59 PM Eastern Time (US)**, in order for a presentation to be submitted and for that presentation to be considered or accepted.

Failure to comply with any requirements may lead to a submitted presentation being rejected by the AVLS Annual Congress Continuing Medical Education (CME) Review Committee, as well as disqualification for invitation to speak at the following two (2) consecutive years at the discretion of the AVLS CME Review Committee. Gross violation of research or publication ethics may result in exclusion from all future calls for speaking invitations.

All presentations made from the podium at an AVLS Annual Congress must be reviewed prior to publication or presentation for compliance with the ACCME.

1. **Deadlines:**

Presentations or aspects of the presentation requirements must be submitted by close of business on the identified dates:

- Profile, Disclosures, Speaker Commitment Agreement **August 30, 2025**
- Presentation Topic Name & Outline **August 30, 2025**
- CME Initial Review (Presentation Upload to Portal) Outline **September 15, 2025**
- Final Presentation (Presentation Upload to Portal) Deadline **October 6, 2025**

Revised final presentations will be accepted onsite at the Speaker Ready Room up to twelve (12) hours before the scheduled presentation time, provided the presenter has adhered to the published schedule above.

Failure to meet the deadlines may lead to the revocation of a speaker's invitation and the loss of privileges at this or future AVLS programs.

2. **Basis for a Rejection:**

All presentations must be reviewed for ACCME compliance. Any presentation not meeting these requirements or determined by the AVLS CME Review Committee to potentially violate published ACCME standards will be excluded from the delivered podium program.

3. **Requirements for Editing Submitted Presentations:**

Until the Presentation CME initial review deadline, submitters can edit their presentations on the submission portal site <https://cvent.me/3aKoqQ>.

Revisions will not be permitted through the submission portal after the site closes on **Monday, October 6, 11:59 PM Eastern Time (US)**.

Revised presentations may be accepted on a case-by-case basis by the AVLS staff if submitted via email to cme@myavls.org up to the final presentation deadline.

Revisions to presentations made after the published deadlines may be handled onsite at the Speaker Ready Room no less than twelve (12) hours to the scheduled presentation assuming all other deadlines have been met by the presenter.

4. **Meeting Registration & Attendance Requirement:**

Upon confirmation of the Speaker Commitment agreement, **the speaker agrees to complete within thirty (30) days of acceptance**, the following:

- A. Registration as a paying attendee for the Live event (www.avlscongress.org).
- B. Confirm flight and lodging reservations either through the host hotel or by sending reservation and flight details to info@myavls.org.

Non-compliance with the Congress registration or travel confirmation requirements may result in the presenter's invitation to speak being rescinded.

Online registration and program information is available at <https://www.myavls.org/annual-congress-2025.html>. Please contact AVLS by phone **(+1-510-346-6800)** or email (info@myavls.org) with any questions.

A discount code may be issued for speakers who meet a set minimum number of presentations in recognition for their programmatic involvement, but otherwise all costs of speaking or travel associated with the invitation are assumed the speaker's responsibility.

Submission Information & Format

Presenters should review the following information prior to developing or submitting their presentation(s):

1. **Timeline:**

Presentations must be submitted electronically (**DOCX, PPTX**) by the published schedule in **General Information (Deadlines)** to the event portal website <https://cvent.me/3aKoqQ>.

An email will be sent from the Speaker Resource Center (Cvent vendor) when portal is officially open for submission of presentations.

2. **Presentation Text:**

All presentations must be in English with accurate grammar and spelling of a quality suitable for publication. If you require assistance, please arrange for a review of your presentation by a colleague who is a native English speaker, by a university specific publications office (or other similar facility) or by a copy editor, prior to submission.

Standard abbreviations may be used without definition (e.g., GSV, CVD, VLU). Nonstandard abbreviations should be placed in parentheses after the first use of the word or phrase and should be kept to a minimum. Character limits will be enforced by the online submission system. Additionally, and in accordance with the AVLS' policy that English is the official language of its Annual Meeting, all materials should be presented in English.

3. **Informed Consent & IRB Citational References:**

Studies involving human subjects must adhere to the Declaration of Helsinki principles, meet informed consent requirements of the study's country and have an appropriate institutional review board (IRB) approval as a requirement for citation. If the presentation reports on a study or paper using animal experimentation, the reference must conform to the Institutional Animal Care and Use Committee (IACUC) as required by the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, or equivalent for international investigators.

Presentations found to be in violation to this requirement will be referred to the Continuing Medical Education (CME) and the Board Advisory Committee and will adversely affect consideration of future presentation submissions.

4. **Off-Label & Unapproved Uses Warning:**

Presentations which include information in whole or in part related to non-FDA approved uses for drug products and/or devices must clearly state the off-label indications or the investigational nature of their proposed uses within the presentation.

The AVLS CME Committee will review the presentation prior to permitting its inclusion in the program and in accordance with the policies established by the AVLS Board of Directors for such interests.

5. **Final Presentation Format Uploads:**

A. Template

AVLS requests each Final Presentation upload utilizes the provided slide template background for presentation – or a background that does not indicate their institution/business affiliation/or other affiliation that may be constructed as “marketing”. See Logos In Presentations section of this guideline.

AVLS has provided a template for all presenters to use at:

<https://www.myavls.org/annual-congress-2025/speakers.html>

B. File Size

Presentations exceeding a file size of **250 MB** may need to be submitted using an alternate method than the portal. In such instances, the presenter should contact the **AVLS CME Director at cme@myavls.org to establish an alternate submission process.**

C. Videos or automations in a submitted presentation need to comply with published copyright and ACCME standards.

6. **Logos in Presentations**

Please refrain from utilizing business or institutional logos in your slide presentation beyond your introductory slide.

The presence of a logo in your presentation may require the AVLS CME Review Committee to request revision of your presentation or rejection of it from inclusion in the program.

AVLS is compliant with the published standards of the ACCME in terms of commercial or the potential for commercial bias to be introduced through its education.

7. **Title:**

A presentation title should be kept short and specific so it clearly communicates the nature of the content to be delivered. Do not include abbreviations, author names, or trade names. Titles are limited to 300 characters (approximately 50 - 60 words).

8. Submitter & Author Information:

Citations in presentations should provide all authors' names, titles and relevant publication details for the audience to consult after the conference. Note that the submitter does not need to be an author in cited references. If the presenter is an author of a cited paper, please indicate which author is presenting the work for the group and identify the order in which authors should be listed. All students/in-training presenters who present should only be presenting if the project was their project and they will answer any questions on their own regarding the research or citational reference.

9. Introduction, Objectives, and/or Purpose:

A precise statement of the primary objective(s) or purpose of the presentation is required. A maximum of three (3) learning objectives beginning with verbs and listed in a numbered format is recommended. This section is limited to 1,500 characters (approximately 225 - 300 words).

Other Guidelines

1. Presenters should not submit the same presentation more than once unless new objectives are clearly identified, and new analyses performed. Presentations that appear to be a replicated version of a previous presentation may be rejected.
2. All submitted presentations are disclosed to members of the AVLS CME Review Committee, AVLS employees, and contractors as necessary in connection with the scientific program of the AVLS Annual Meeting. Accepted presentations will be made available to meeting attendees through both the meeting website and mobile app. All presentations will be recorded for use in the AVLS' Online Education Center.
3. The AVLS is not subject to any confidentiality requirements with respect to submitted presentations. In addition, compliance with any disclosure or nondisclosure requirements that apply to researchers or research sponsors (whether under federal securities laws, contract agreements, or otherwise), is the sole responsibility of the presenter and not the American Vein & Lymphatic Society.
4. Any presenter who agrees to present their work must present only the material described in the accepted presentation.
5. All presentations are designated as Continuing Medical Education (CME) sessions in the program. Therefore, all presentations require submission of slides to be used on stage by **Monday, September 15, 2025 at 11:59 p.m. Eastern Time (US)** for review to ensure compliance.

Should changes be made to a slide presentation after its initial submission and review, these changes must be submitted for a final review no later than **twelve (12) hours** prior to the scheduled presentation time and emailed directly to **education@myavls.org**.

Presentations that threaten accreditation, negatively impact not only AVLS, but attendees who would not be able to receive CME credits for attending the conference where violations occur. Therefore, Live presentations that are deemed to threaten AVLS's

accreditation during the conference, will adversely affect consideration of future presentation submissions.

6. The AVLS Annual Congress is a Continuing Medical Education (CME) event. According to the American Medical Association (AMA), the organization that owns the credit system, continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. (HOD policy #300.988)

All recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported, or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.