

## Session Chair Policies

As a session chair, you are required to display a slide at the beginning of the session that discloses any affiliations (financial or professional) **or lack thereof** that you have with the manufacturers of the products or class of products being discussed in the session you are chairing. A template slide can be downloaded from the [Annual Meeting > Speaker Information](#) page of our website.

Please be sure to read and understand the [ISHLT's Principles, Policies and Process Related to Conflict of Interest](#), also available on the [Annual Meeting > Speaker Information](#) page our website. The portions that specifically address the policies regarding session chairs are as follow, and your compliance with them is required:

“Session Chairs, Invited Speakers, Abstract Presenters, and all others engaged in an official capacity in the development and delivery of an ISHLT educational activity are prohibited from receiving support from a commercial interest (whose product or services/class of products or services is within the scope of interest of ISHLT) for travel, hotel, registration and/or other costs associated with that educational activity.”

“Session Chairs are responsible for monitoring authors’ use of institutional names and commercial trade names. Abstract authors are requested to avoid the use of commercially branded names of medications or devices. If a specific medication/device is only identifiable by its trade name, then this should appear in brackets after a generic description of the medication/device.”

“Session Chairs are responsible for monitoring author’s use of trade names. Abstract authors must use scientific or generic names when referring to products. Should it be necessary to use a trade name, then the trade names of all similar products or those within a class must be used.”

“Session Chairs are responsible for monitoring COI policy compliance and violations in their sessions. Session Chairs are instructed to ensure that the presenters state conflicts of interest or the lack of same. If the Chair notes that the presentation reflected bias, s/he is required to make a statement to that effect immediately after the bias was communicated by the presenter. The Chair must also submit a written report of the observation to the COI Committee.”

“Session Chairs are informed in writing that they must display a disclosure slide at the start of the session they are chairing and that they must state their relevant financial relationships prior to the start of the session. Slide templates are available on the ISHLT Web site. Audiovisual (AV) personnel are instructed to ensure that the required disclosure slide precedes each session. If the Session Chair has not prepared this slide, AV personnel will add it to the slide collection in collaboration with the Session Chair. No session may begin without the Chairs’ disclosure. AV personnel assigned to the lecture room will leave the disclosure slides on the screen long enough for the audience to review the information it contains, but no less than five seconds, even for Chairs who indicate that they have nothing to disclose.”

“Session Chairs with relevant financial relationships will receive written notification from the COI Committee regarding specific expectations of them designed to avoid bias. Copies of these notifications will be provided to each Chair’s co-Chair, who is responsible for monitoring COI policy compliance and violations on the part of their co-Chair. If a Chair notes that his/her co-Chair is exhibiting bias, s/he is required to make a statement to that effect immediately after the bias was noted. The Chair must also submit a written report of the observation to the COI Committee.”