

ACR
Convergence
Where Rheumatology Meets

Thieves Market: *SHOW ME YOUR BEST CASES!*

PROGRAM GUIDELINES

rheumatology.org/annual-meeting-thieves-market

#ACR24

NOVEMBER 14-19 • WASHINGTON, DC

2024 Thieves Market Submission Guidelines

Program Overview

The American College of Rheumatology (ACR) and the Association of Rheumatology Professionals (ARP) invite Rheumatology Professionals to share your most interesting case images with rheumatologists from around the world during the Thieves Market. We are looking for rare or fascinating cases with dynamic imagery. Selection emphasis is placed on pictorial displays of interesting physical findings or imaging studies, and each case should include a brief introduction and summary for presentation purposes.

ACR will offer **two** Thieves Market sessions - one for **Adult** cases and one for **Pediatric** cases. The ACR Convergence 2024 first place winners in both categories will receive complimentary registration to ACR Convergence 2025.

Cases are selected for both oral and poster presentation. Posters will be presented in-person and added to a virtual poster gallery. All poster presenters must attend the meeting in-person.

Important Dates

Submission

Tuesday, April 23

Thieves Market Submission Opens

Tuesday, June 18

Thieves Market Submission Closes (Noon ET)

Early September

Decision on submission notifications

Thursday, September 5

Deadline to withdraw submission

ACR Convergence 2024

Saturday – Monday, November 16 – 18

Thieves Market Posters on display

Sunday, November 17

Pediatric Thieves Market Oral Session

Monday, November 18

Adult Thieves Market Oral Session

Need Help?

- Should you need technical support, please email support@gocadmium.com or call (410) 638-9239 between the hours of 9:00 AM – 9:00 PM ET, Monday – Friday to reach a support specialist.
- For general guideline inquiries regarding submissions, email education@rheumatology.org

Contents

Contents.....	2
Part I: Submission	3
Eligibility.....	3
Submission Instructions	3
Submission Guidelines.....	3
Case Setup Example	4
Editorial Guidelines	4
Abbreviations	4
Title	5
Disclosure of Financial Relationships.....	5
Revisions	5
Withdrawals	5
Judging	6
Review and Notification	6
Review.....	6
Acceptance/Rejection Notifications.....	6
Part II: Presentation and Publication	7
Presentation	7
Publication	7
Part III: Policies	7
Embargo	7
Review embargo policy as it pertains to your submission.	7
Relevant Financial Relationships	7
ACCME.....	7
Standards and ACR Policy Regarding Third-Party Bias	7
Disclosure Policy.....	7
Nature of Financial Relationships.....	7
Media Access	8
Attendee Photograph and Video Recording Policy	8
Content Use.....	9
Use of the ACR Name	9
Use of the ACR Scientific Program Content.....	9

Part I: Submission

Eligibility

Who Is Eligible to Submit?

- Members and non-members of the ACR and ARP are eligible to submit.
- Employees/owners of an [Ineligible Company](#) are not eligible to be the presenting author or a listed author.
- You may list multiple Co-Authors in your submission. One (1) presenting Author, and up to five (5) co-authors.
- Organizations that meet the ACCME's definition of an Ineligible Company are not eligible to be sponsor organizations. Presenting authors may submit up to three cases.

An Ineligible Company = those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. An explanation can be found at [accme.org](https://www.accme.org).

Submission Instructions

- All submissions must be made online.
- Visit the [online submission](#) site to get started.
(<https://www.abstractscorecard.com/cfp/submit/LoginSSO.asp?EventKey=YIOCOBAZ>)
- Submitters will be able to access complete submission instructions and guidelines via the online submission site.

SUBMISSION DEADLINE: *Tuesday, June 18, 2024, noon Eastern Time—no exceptions.* No changes may be made to your submission, including author information, after the deadline.

Submission Guidelines

Submissions must be a truly unique case with an extremely high educational value. This should be your top case within the last decade. Although the emphasis will be on pictorial displays of interesting physical findings or imaging studies, each case should have a brief introduction, a summary at the end of the presentation, and an audience response question.

- **You may submit up to three (3) cases.**
- **Presentations must be in PowerPoint® format (.ppt, .pptx).**
- **DO NOT include your name or institution/affiliation name or logo in your case slides.** The judging process is blinded to eliminate any potential bias.
- **DO NOT include disclosure, acknowledgement and/or reference slides.** These will be added only if your case is accepted.
- Lab result values should be standardized with normal ranges in parentheses.
- **Cases can consist of no more than ten (10) slides and must be formatted as follows:**
 - **Slide #1 (Title Slide):** should only contain the title of your presentation/case. Your title should not mention the case topic or give away the diagnosis. The title should be vague yet also captivating enough to draw someone's attention. DO NOT include your full name or institution name.
 - **Slides #2-10 (Presentation Slides):** these slides should include the body of your case presentation and one Audience Response (ARS) question slide.

Submission Deadline: ***Tuesday, June 18, 2024; Noon ET***

- Presentations should be set to Widescreen (16:9).
- **Keep your words to a minimum.** If your case is selected for presentation, you will be allotted exactly 10 minutes to present (including the Audience Response (ARS) question and audience response time).
- **Text fonts should not be less than 18 pts.** A well-sized font is between 22-24 pts.
- **DO NOT identify the case topic/diagnosis in the title.** The title should be vague yet also captivating enough to draw someone's attention, but not allude to the title/diagnosis. **DO NOT include your full name or institution name** in the presentation slides- scoring is blinded.
- **Present your case as an unknown** with a final diagnosis being identified near the end of your presentation.
- **Highlight a few educational points at the end of your presentation** as a summary of your findings which lead to the diagnosis.

How should I set up my audience response (ARS) slide?

Prepare one multiple choice question for your case, limited to 3-5 answer choices. This question will be posed to the audience for live voting. Do not put any extra information on this slide. Example questions:

- *What would you do next?*
- *What is the diagnosis?*
- *Which of the following features helps distinguish the most likely cause of this patient's symptoms?*

Case Setup Example

[Click here to view an example of how a case submission should be formatted.](#)

Editorial Guidelines

Abbreviations

- Use standard abbreviations. A [list of acronyms](#) for many common rheumatology terms has been developed by an international group of rheumatology journal editors.
- Place abbreviations in parentheses after the first time the full word appears.
- Use numerals to indicate numbers, except when beginning sentences.

Title

- Enter the title in the title field and your title slide only. Your title should not mention the case topic or give away the diagnosis. The title should be vague yet also captivating enough to draw someone's attention. DO NOT include your full name or institution name.
- Title character limit is 250 characters, excluding spaces.
- Include only [commonly used acronyms](#) in the title.
- Do not reference any company/product brand names
- When entering the title, use mixed case (do not use all caps OR all lowercase). Do not put a period at the end of the title. For example:

Correct:

This Is a Properly Formatted Title

Incorrect:

THIS IS AN IMPROPERLY FORMATTED TITLE

This is an improperly formatted title

T his is an imp roperly formatted title.

This Is an Improperly Formatted Title

This Is an Improperly Formatted Title

Disclosure of Financial Relationships

- If there are relevant financial relationships, these must be mitigated in accordance with the ACR's CME Resolution of Conflict policy prior to the participation of the individual in the development or presentation of CME content.
- Submissions will not be eligible for review without proper completion of the Financial Relationships/disclosure section on the submission form.
- Accepted disclosures collected at the time of submission will be published on the ACR website.

Revisions

- You may return to the online submission site to revise your submission until noon ET on Tuesday, June 18.
- After this date/time, the submission site will close and no additional changes, edits, revisions, etc. can be made to the title, content, author, or disclosure information—no exceptions.
- Proofread carefully to avoid errors prior to submission.
- Should a submission contain errors or the omission of contributing author names after the deadline, presenters may opt to have the submission withdrawn. Refer to the Withdrawals section of this guide for instructions.

Withdrawals

- After June 18, presenting authors may submit a request to have a submission withdrawn.

- All requests for withdrawal must be submitted via email to: education@rheumatology.org.
- Withdrawal requests must include the following:
 - Submission ID Number
 - Submission Title
 - Author's Name

Judging

Cases will be judged on the following criteria:

- **Organization/Completeness:** Cases should tell a story about the image.
- **Uniqueness:** Cases/images should be uncommon or expand the understanding of a common disease or unusual condition.
- **Educational Value:** Cases should clearly outline the path to diagnosis and the image should add to the value of the case.
- **Quality of Pictures/Images:** Images should be clear and sharp.
- **Quality of Writing:** Cases will be judged on the quality of the writing on each slide not just the quality of the picture/images.

***Note:** Equal value is placed on each criterion.*

Submitters will be notified of decisions regarding their case in late August.

Prizes

Submitters of cases will be eligible to win complimentary registration to ACR Convergence 2024.

Review and Notification

Review

- After the submission deadline, completed submissions will be reviewed.
- Incomplete submissions cannot be processed and will not be reviewed.
- Revisions will not be accepted after the submission deadline—no exceptions.
- All reviewers are required to sign a confidentiality agreement.
- All submissions will be blinded for review, i.e., reviewed without knowledge of the author(s), institution(s), or disclosure information.

Acceptance/Rejection Notifications

- Both the presenting author (the patient impacted by rheumatic disease) and co-authors will receive initial notification of acceptance/rejection.
- After initial notification, co-authors will be referred to the presenting author for any additional questions. No further correspondence will occur between the ACR and co-authors. Should the presenting author be unresponsive 30 days from first notification, ACR staff will contact the designated secondary contact author.

Part II: Presentation and Publication

Presentation

- Accepted submissions will be asked to develop a poster or an oral presentation. Detailed guidelines and instructions will be provided upon acceptance.
- As English is the designated language for the meeting, the presenting author is required to speak English when discussing posters.

Publication

- Accepted Thieves Market submissions will be available on ACR's online meeting website for viewing for one year following ACR Convergence.

Part III: Policies

Embargo

Review [embargo policy](#) as it pertains to your submission.

Relevant Financial Relationships

ACCME

Standards and ACR Policy Regarding Third-Party Bias

- In accordance with ACCME requirements and ACR policy, submissions selected for poster presentation or oral presentation must be free of bias.
- Do not reference any company/product brand names during your presentation. University, non-profit association, or government agency logos are allowed in the body of your presentation.
- The ACR requires that educational materials that are part of a CME activity, such as slides, stories, and handouts, not contain any advertising, trade names, or a product group message.
- Disclosures must never include the use of a trade name or a product group message.
- For poster presentations, disclosures must be listed once at the bottom of the poster.

Disclosure Policy

- As a CME provider accredited by the Accreditation Council for Continuing Medical Education (ACCME), the ACR must ensure balance, independence, objectivity, and scientific rigor in all its educational activities.
- To this end, the ACR requires that individuals (presenters/speakers, moderators, reviewers, authors, and planners) disclose to the planning committee, ACR, and audience any relevant financial relationships with Ineligible Companies that have the potential to affect the content of CME about the products or services of that ineligible company. In the case where such relationships exist, the ACR must mitigate the relevant financial relationship.
- If no financial relationships exist, individuals MUST STATE that NONE exists to reflect that the question was asked and answered.
- The ACCME defines relevant financial relationships as financial relationships in any amount, exists between the person in control of content and an ineligible company occurring within the past 24 months with ineligible companies:

Nature of Financial Relationships

None: Has no relevant financial relationship(s) with ineligible companies to disclose.

1. Advisor or Review Panel member

2. Consultant
 3. Employee
 4. Officer or Board Member
 5. Grant/Research Support
 6. Speaker/Honoraria includes speaker's bureau, symposia, and expert witness
 7. Independent Contractor
 8. Ownership Interest
 9. Royalties
 10. Intellectual Property / Patents
 11. Stock options or bond holdings in a for-profit corporation or self-directed pension plan
 12. Other Financial or Material Support
- Ineligible Company: is considered any entity whose primary business is producing, marketing, re-selling, or distributing healthcare products used by or on patients.
 - Relevant Financial Relationships: exists between persons in control of the content and an ineligible company during the past 24 months. The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.

Media Access

Credentialed media attend ACR Convergence to cover stories for consumer, trade, and other media outlets. These journalists are identifiable by a press badge in person and by a press icon in the Convergence 2024 meeting platform. These individuals can attend in-person and virtual meeting sessions and have permission to contact presenters in person, if onsite, or through the Convergence 2024 meeting platform, if virtual, to request interviews on research they would like to write about. For more information about the ACR's media policies, contact the public relations department at pr@rheumatology.org.

Attendee Photograph and Video Recording Policy

The ACR has made every effort to provide educational content that is easy to access in person and online as a benefit for rheumatology professionals. However, our presenters reserve the right to request no recordings, flash photography, photos of screen images, or screenshots taken of their presentation sessions and can announce this directly to attendees and/or include an icon (see below) on the meeting platform to indicate their preference. Filming, live streaming, and flash photography are strictly prohibited when attending in-person sessions. Press may use handheld audio recorders in sessions for reporting accuracy only, while respecting all intellectual property rights. Press can take photos with permission from the presenter/speaker. Press can capture photos and audio recordings in a non-disruptive manner.

Prohibited press activities online or in person include:

- Unauthorized filming, flash photography, photos of screen images, recording of presentations with third-party software, re-sharing of downloadable content, and live streaming presentations (including posters and exhibits) from your device is strictly prohibited.
- Capturing video of the exhibit hall is strictly prohibited, and interviews should happen outside the exhibit hall.
- Capturing general photos and wide shots of the exhibit hall is prohibited. Press who would like

general photos of the exhibit hall can obtain these after the meeting from the ACR by contacting pr@rheumatology.org.

- In public areas, moving video recordings are limited to interviews with presenters/attendees, general b-roll, live video updates, and establishing shots.



Content Use

Use of the ACR Name

The names, insignias, logos, and acronyms of the ACR, the ARP, the Rheumatology Research Foundation and ACR Convergence are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, are prohibited without the express written permission of the American College of Rheumatology.

Use of the ACR Scientific Program Content

- Information displayed or presented at all sessions during the annual meeting is the property of the ACR or the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced, or distributed without the prior written permission of the ACR and the presenter.
- Any use of the program content, including all oral presentations, audio-visual materials used by speakers, and program handouts, is prohibited without the written consent of the ACR.
- The ACR's intellectual property rights policy applies before, during, and after the annual meeting. Violators may be penalized.

For questions regarding case submissions, contact ACR staff at education@rheumatology.org