#ACR23

2023 Image Competition

Call for Images!

GUIDELINES & PROCEDURES

ACR Convergence
Where Rheumatology Meets

rheumatology.org/annual-meeting-image-competition

Submit Your Image for the 2023 Image Competition!

This is your complete guide to submitting a case-based image to the ACR Convergence 2023 in San Diego, CA November 10-15. ***Please read this entire guide before you begin the submission process.***

The American College of Rheumatology (ACR) and the Association of Rheumatology Health Professionals (ARP) invite you to submit a case-based image and take advantage of the opportunity to have your work peer reviewed by experts in the field. If accepted, your image will be added to the ACR Rheumatology Image Library collection.

One image will be selected as the winner of the 2023 Image Competition and be published in the *Arthritis & Rheumatology* journal. The **Best Overall Image** will receive a $1,500 cash prize and complimentary all-access registration to the ACR Convergence 2023 in San Diego, CA. In addition, seven regional winners will be added to the Regional Winners Circle. Each Regional Winner will also receive complimentary registration to the ACR Convergence 2023 and be eligible to win the **2023 People's Choice Award** plus the opportunity to be featured as the Image of Month in *The Rheumatologist.* The **People's Choice Award** winner will be selected during ACR Convergence 2023 and receive a $1,000 cash prize.

Important Dates

Image Submission	
Thursday, April 13	Image Submission Site Opens
Thursday, June 8	Image Submission Site Closes (noon ET)
Late-August	Submitter & Winner Notifications
Registration and Housing	Visit ACR for Upcoming Dates
ACR Convergence 2023	
November 7	Image Embargo Lifted (10:00 AM ET)
November 7-15	ACR/ARP Digital Image Display Open

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Part I: Image Submission

ACR Call for Images

The ACR Rheumatology Image Library is an extensive online library that houses a comprehensive, growing collection of images relating to a wide range of both adult and pediatric rheumatology diseases and conditions. The library serves as an invaluable resource for physicians, researchers, journalists, and other health care professionals on common conditions such as rheumatoid arthritis, osteoarthritis and gout to rare conditions including multicentric reticulohistiocytosis, relapsing polychondritis and the various heritable disorders of the connective tissue.

Prizes

If your image is accepted, it will be displayed during ACR Convergence 2023 and added to ACR Rheumatology Image Library.

In addition, prizes for the following categories will be awarded.

- **Best Overall Image**
  - Published in an issue of *Arthritis & Rheumatology*
  - $1,500 cash-prize
  - Complimentary all-access registration to ACR Convergence 2023
  - Highlighted during the ACR Convergence 2023 – Plenary I

- **Regional Winners Circle**
  One contributor from each region, listed below, will be added to the Regional Winners Circle. The Regional Winners Circle will be highlighted during the ACR Convergence 2023 – Plenary I, receive complimentary all-access registration to ACR Convergence 2023 and be eligible to win the **2023 People's Choice Award** plus the opportunity to be featured as the Image of Month in *The Rheumatologist.*
  - North America
  - Latin America & Caribbean
  - Europe & Central Asia
  - Middle East & North Africa
  - East Asia & Pacific
  - South Asia
  - Sub-Saharan Africa

The **People's Choice Award** will showcase the seven regional winners, representing the global rheumatology community. The People's Choice Award winner will be selected during ACR Convergence 2023 and receive a $1,000 cash prize.

*The regions are defined by the world bank.

Eligibility

Who Is Eligible to Submit?

- Members and non-members of the ACR and ARP are eligible to submit an image.

What Types of Images Are Eligible for Submission?

- Images showing either educational or remarkable manifestations of the rheumatic disease categories listed below may be submitted.
- Diversity in representation of race, ethnicity and gender is encouraged.

What Types of Images Are Not Eligible for Submission?

- Images that have been previously published *prior to the ACR/ARP submission deadline of* ***noon ET on Thursday, June 8, 2023,*** are ineligible for consideration.
- Images cannot be copyrighted or previously submitted to the ACR/ARP Image Competition.

Image Submitter Expectations

- Each submitter must pay a processing fee for each image submission. Image processing fees must be in U.S. currency and are non-refundable. The ACR will provide a receipt but **does not supply invoices for payments received.**
- By submitting your image, you agree to have the image and caption digitally presented on the ACR Convergence 2023 platform during ACR Convergence 2023 in San Diego, CA. You also agree to have your image and caption posted to the ACR Rheumatology Image Library.
- Select the category to submit the image based on the disease.
- No changes may be made to a submission after the deadline of **June 8 at noon ET**. However, you will be able to access the submission portal to view your completed image submission. You may print a copy of your submission fee receipt.

Submitting an ACR Image

Review all submission instructions provided in this guide before submitting an image. Visit the online submission site to get started.

ACR Image Submission Processing Fee

Each ACR image submitted has a mandatory **$70 processing fee**. The ACR accepts electronic payment only in the form of MasterCard, Visa, or American Express. Image processing fees must be in U.S. currency. All fees are non-refundable—no exceptions. There are no refunds for rejected images.

SUBMISSION DEADLINE: Thursday, June 8, 2023, noon Eastern Time—no exceptions. *No changes may be made to your submission, including contributor information, after the deadline.*

2023 ACR Image Submission Category

Image categories identify gaps in the ACR Rheumatology Image Library collection that need to be bolstered. Each year, categories are determined by the Image Library Subcommittee. Reviewers are assigned before the review process begins.
The submission categories for 2023 are:

1) Idiopathic Inflammatory Myopathies (IIMs)
2) IIM mimics

Image Submission Instructions/Guidelines

Submitting an Image

- All images must be submitted online.
- Visit the **online submission site** to get started.
- Submitters will be able to access complete submission instructions and guidelines via the online submission site.
- Images must represent a case where the submitter served as the primary healthcare provider.
- More than one case-based image may be submitted by a provider. However, each submission must represent a separate case.
- Multiple images of the same case may be grouped into one image for submission. The final image for submission must meet image submission criteria.
- Patient identifiers must be blurred or cropped out of images, otherwise image will need to be rejected.
- All submissions **must** include the ACR SIGNED consent form (Part IV, below). **Submissions without the ACR SIGNED consent forms will not be accepted**.

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 special or unusual abbreviations in parentheses after the first time the full word appears.
- Use numerals to indicate numbers, except when beginning sentences.

Image Character & Word Limits

- **Title** character limit: 100 characters, including spaces.
- **Caption** word limit: 100 words, which EXCLUDES the title, name of contributor, and spacing.
- Images exceeding the character or word limit will be considered "incomplete." Images marked "incomplete" at the close of the submission deadline will be ineligible for review.
- Captions must be included with a detailed description of the image. Images must be clearly marked.

Image Title

- Enter the title **in the title field only** and do not enter the title in the caption.
- Title character limit is 100 characters, including spaces.
- Titles DO NOT count toward the 100-word limit for the caption.
- Take special care when entering your title, as it may be published exactly as submitted.
- Titles should be brief, clearly indicating the disorder, manifestation, and location (modality) of the image.
- Include only commonly used acronyms in the image title.
  When entering the title online, 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 Image Title**

  Incorrect:

  - **THIS IS AN IMPROPERLY FORMATTED IMAGE TITLE**
  - **This is an improperly formatted image title**

- **T his is an imp roperly formatted image title.**

Contributor

- To qualify to be an image contributor, individuals must have been the primary healthcare provider of the case.
- Only one contributor can be listed in the submission.
- Do not list the contributor in the caption of the image submission.

Caption

- Captions should describe key features seen in the image, the type of image (e.g., x-ray, MRI, CT, ultrasound, angiography, histopathology, pathologic image), the imaging technique and findings.
- Do not use new technical words, laboratory slang, words not defined in dictionaries, or abbreviations or terminology not consistent with internationally accepted guidelines.
- Refer to the list of commonly used acronyms for recommendations on acceptable terms for scientific communication.
- Define special or unusual abbreviations the first time they are used.
- Omit all names in the caption of the image submission.

Image

- Multiple images of the same case may be grouped into one image for submission. The final image for submission must meet image submission criteria.
- The maximum allowable size of each image is 10 MB.
- Image resolution must be at least 72 ppi.
- Pixel dimensions for high-definition images must be 1920 x 1080.
- Images will be accepted as PNG or JPG files.
- Images should have key features in focus with proper lighting (avoid shadows). Histopathology and other images that might benefit from demarcation should be marked with arrows and described in the caption below the image to depict what the learner should focus attention on, if appropriate.
- Extraneous background clutter (e.g., chairs, doors, tables) should be out of frame or eliminated through cropping.
- Patients should be asked to remove clothing or accessories, if able to do so, that interfere with capturing key features of the disorder.
- **IMPORTANT:** Images not meeting the criteria may be marked “incomplete” at the close of the submission deadline and will be ineligible for review.

Image Copyright Policy

- The ACR requires that individuals submitting an image must complete the Image Copyright Assignment Form through the online submission portal.
- By signing this form, a contributor is assigning copyright of their image to the ACR for electronic and/or printed display at ACR Convergence 2023 and inclusion in the online ACR Rheumatology Image Library.
- Completion of the Image Copyright Assignment Form is required for an image to be eligible for review.

Patient Authorization and Release Form

- For HIPAA compliance, all images **must** be submitted with a signed patient release. Your state may have more stringent rules than HIPAA regarding patient/physician confidentiality; thus, a signed patient release form is required even if the patient image is unidentifiable. Make sure you are aware of your state’s laws.

- The Patient Authorization and Release Form can be found at the end of this document. You **must** use the ACR form for your submission.
- Contributors will upload signed forms in the online submission portal.

Revisions

- You may return to the online submission site to revise your image until **noon ET on Thursday, June 8, 2023.**
- After this date/time, the submission site will close and no additional changes, edits, revisions, etc. can be made to the title, content, or contributor —***no exceptions***.
- Proofread carefully to avoid errors prior to submission.
- Selected images will be published online *exactly* as submitted.

Need Help?

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

Image Review and Notification

Image Review

- After the submission deadline, completed images will be peer reviewed by the ACR Image Library Subcommittee. Incomplete images 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 images will be blinded for review, i.e., reviewed without knowledge of the contributor or institution.
- Image Acceptance/Rejection and Winner Notifications

- Submitters will receive notification of acceptance/rejection in **late August**.
- If your image is selected as a winner of the 2023 Image Competition, you will be notified during the Submitter Notification period of **late August**.
- Images that are not accepted as winners for the 2023 Image Competition may still be invited for inclusion in the Image Library. Submitters will be notified in these instances.

Registration & Housing

- Submission or acceptance of an image *does not register* you or ensure hotel accommodation for ACR Convergence 2023. If you wish to attend the meeting, you must register and pay the appropriate registration fees, and arrange hotel accommodation.
- Learn more about registration and housing on the Annual Meeting website
- The winners will receive complimentary all-access registration to ACR Convergence 2023. Registration only includes Scientific Sessions from November 12-15. Registration for Pre-Meeting Courses is separate.
- If the winner has already registered and secured hotel accommodation for ACR Convergence 2023 by the notification period of late August, only the registration fee will be refunded. If the winner has not already registered and secured hotel accommodation for ACR Convergence 2023, the winner will receive complimentary all-access registration but will need to pay for hotel accommodation.
- The winner will forfeit the complimentary all-access registration to ACR Convergence 2023 if they cannot attend. The complimentary registration cannot be applied to any other ACR/ARP meeting or be given to another individual.

Part II: Image Display & Online Publication

Image Embargo Policy

Accepted images are made available online in advance of the meeting, and are published on the ACR Rheumatology Image Library. Information contained in those image submissions may not be released until the images appear online. Academic institutions, private organizations, and companies with products whose value may be influenced by information contained in an image submission may issue a press release to coincide with the availability of an ACR image on the ACR Rheumatology Image Library. However, the ACR continues to require that information that goes beyond what is contained in the image submission (e.g., discussion of the image done as part of a scientific presentation or presentation of additional new information that will be available at the time of the meeting) is under embargo until **10:00 AM ET on November 7**, **2023**.

Violation of this policy may result in the image being withdrawn from the meeting and other measures deemed appropriate. Contributors are responsible for notifying financial and other sponsors about this policy. If you have questions about the ACR Image Embargo Policy contact the image submission staff at education@rheumatology.org.

Contributor Affirmations

- To be eligible, contributors will be required to confirm agreement with the following affirmation statements at the time of submission:
    - I affirm that I have read and agree to ACR Convergence 2023 general guidelines and policies for image submissions outlined in the 2023 Call for Image Submissions guidelines.
    - I affirm that I served as the primary healthcare provider of the case-based image that I am submitting.
    - I understand that an image is ineligible for consideration if it has been accepted for publication prior to the ACR/ARP submission deadline of **June 8, 2023, at noon, ET.**
    - I understand that, if accepted, I agree to have the image digitally displayed at ACR Convergence 2023 and posted to the ACR Rheumatology Image Library.
    - I understand that, if accepted, I will not be presenting my image.
    - I affirm that this image is not copyrighted, nor has it been previously submitted to the ACR/ARP Image Competition.

Publication

- The winning image will be published in an issue of *Arthritis & Rheumatology,* the official journal of the American College of Rheumatology.
- All accepted images will be available on the ACR Rheumatology Image Library before the meeting.

Part III: Image Permissions Policies

Copyright Policy

ACR Convergence 2023 is a private event. Programs presented at the meeting are for the education of attendees and purchasers of recorded presentations as authorized by the American College of Rheumatology. The information and materials displayed and presented during this meeting are the property of the ACR and the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without written permission of the American College of Rheumatology and the presenter. Any use of

the program content for commercial purposes, which includes, but is not limited to, oral presentations, audiovisual materials used by speakers, and program handouts, without the written consent of the ACR is prohibited. This policy applies before, during, and after the meeting. The ACR will enforce its intellectual property rights and penalize those who infringe upon it.

Image Permissions

Copyright law covers all images and captions of the ACR Rheumatology Image Library published by the American College of Rheumatology, including images and captions displayed at ACR Convergence 2023. No images may be reproduced in any form or by any means without the prior permission of the ACR with the exception of oral educational presentations for non-commercial educational, informational, and research purposes. See full ACR Image Library License and Terms of Use. For the purposes of this statement, the term "reproduce" includes all forms of reproduction, including, but not limited to, print, electronic, and photographed formats.

Approval Process for ACR Images

- Individuals seeking to use images and associated captions from the ACR Rheumatology Image Library must comply with the terms of License. By this license, you are granted the right to use the ACR Rheumatology Image Library for non-commercial educational, informational and research purposes only. You are not granted a right to use the ACR Rheumatology Image Library for the purpose of journalism, investigation, or reporting absent a specific license granted by ACR, and you may not use the ACR Rheumatology Image Library for any commercial purpose.
- Media Usage: All images (and the associated captions) in the ACR Rheumatology Image Library are provided free of charge, upon approval, to media for purposes of **news coverage only**. Any other use falls under the ACR Rheumatology Image Library's terms of License. Media includes television, print, radio, online (e.g., bloggers), trade publications and other approved outlets that cover rheumatology news. Images are provided for one-time, news-related use only. Use of images in commercial, non-news-related publications or any other for-profit use is strictly prohibited. Images from the ACR Rheumatology Image Library cannot be published, reproduced, transferred or distributed without advance written approval from the ACR. Images showing a patient's face, either in part or whole, must be pixilated or otherwise blurred. Other image-specific terms may apply and will be provided once use of an image is approved. An appropriate image credit for each image is required and will be provided once use of an image is approved. To request permission to use an image in your media coverage, contact ACR's public relations at pr@rheumatology.org or (404) 633-3777.

Reproducing ACR Images for Dissemination Prior to ACR Convergence 2023

- Requests to reproduce accepted images from the 2023 Image Competition for dissemination prior to ACR Convergence 2023 *will not be approved*.

Per the ACR Embargo Policy,

- academic institutions, private organizations, and companies with products whose value may be influenced by information contained in an image may issue a press release to coincide with the availability of an image online.

Permission to issue a press release does not require ACR approval. However, it must comply with ACR Image Embargo Policy;

- violation of this policy may result in the image being withdrawn from the meeting or other measures deemed appropriate.
- For more information regarding press releases, please contact the ACR public relations department at pr@rheumatology.org.

Approval Process for ACR Winning Image Article

- Excerpts or the entirety of the winning image article published in *Arthritis & Rheumatology* may not be reproduced without the prior written permission of the publisher.
- Permission requests should be addressed to:

  Permissions Department
  c/o John Wiley & Sons, Inc.
  111 River Street
  Hoboken, NJ 07030
  Fax: 201-748-6008
  wiley.com/en-us/permissions

- Commercial entities seeking permission to reprint must obtain all materials from the contributor and/or publisher John Wiley & Sons, Inc. The ACR cannot provide any materials.

Media

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 2023 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 2023 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.

Photographs 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.

Disclosure and Content Use

Use of the ACR Name

The names, insignias, logos, and acronyms of the ACR, the ARP, and the Rheumatology Research Foundation are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is 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 ACR Convergence 2023 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 meeting. Violators may be penalized.

Part IV: Patient Authorization and Release Form

I consent and agree that the photograph(s), or medical image(s) made of me on_____by _____ (physician's name) may be distributed to and used by the American College of Rheumatology ("ACR") or its licensees or assigns for the purposes of public information, public education, training, and for any other purposes ACR deems appropriate to inform the medical profession or the general public about the field of rheumatology.

I have been advised that neither I nor any member of my family will be identified by name in any publication. I understand that in some circumstances the photograph(s) may portray features that will make my identity recognizable.

I grant this consent as a voluntary contribution in the interest of public education. I understand that such photograph(s), or medical image(s) shall become the property of ACR and may be shown, published, printed, broadcast or otherwise disseminated in any print, visual or electronic media, specifically including, but not limited to, via websites, Internet Web casts, newspapers, television, medical journals and textbooks. I release and discharge Dr._____, ACR and all parties acting under their license and authority from all rights that I may have in the photograph(s), or medical image(s), including any claim for payment in connection with their distribution or publication.

I understand that, to the extent permitted by law, I have the right to inspect and copy the photograph(s), or medical image(s) that I have authorized to be disclosed. I further understand that I have the right to revoke this authorization in writing at any time, except to the extent that action has been taken in reliance on this authorization. If I do not revoke this authorization, it will expire ten years from the date of its execution.

I understand that the photograph(s), or medical image(s) disclosed, or some portion thereof, may be protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). I further understand that, because ACR is not receiving the photograph(s), or medical image(s) in the capacity of a health care provider or health plan covered by HIPAA, the photograph(s) or medical image(s) may be re-disclosed and may no longer be protected by HIPAA.

By signing this form, I certify that I have read the above authorization and release and fully understand its terms.

Patient Name: _____

Address: _____

City:_____State:_____Zip:_____Country: _____

Signature:_____Date: _____

If patient is a minor:

Guardian Name: _____

Address: _____

City:_____State:_____Zip:_____Country: _____

Signature:_____Date: _____