

The American College of Chest Physicians (CHEST) is pleased to offer the opportunity for Industry Supporters to present clinical findings, data, and research by hosting live or static poster presentations on the CHEST website.

For the purposes of this application, an Industry-Supported Poster Presentation is as follows:

- Data, clinical research, new findings, etc, to be identified into a poster presentation
  - This can be at the CHEST Annual Meeting, at other society meetings, or as stand-alone research.
- Planned or implemented by an organization external to CHEST
- Neither endorsed nor accredited by CHEST
- Not part of CHEST's online or official CHEST Annual Meeting curriculum

## APPLICANT RESPONSIBILITIES

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The poster provider will be responsible for all costs of production, including the development of research, data, content, and all information shared during the presentation, and recruitment of participants, including production and distribution of invitations.

- Applicant is also responsible for:
  - Arranging and paying for any travel, lodging, food, and honoraria for faculty, if necessary
  - All bandwidth/internet expense and equipment and labor required for production
  - Any additional or special furniture, equipment, or labor setups other than the above items include in the standard AV package
  - Ensuring that enduring posters are produced within the Poster Requirements specified by CHEST (below)

## APPLICATION PROCESS

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CHEST publishes posters on a rolling basis, approximately quarterly. A final version complying with all CHEST requirements must be received at least two weeks before the next scheduled posting or it will not be published until the following quarter.

**All specifications, as provided by CHEST, must be completed AND full payment must be received before the poster is added to the CHEST website. *CHEST reserves the right to reject or require changes to any poster.***

### Cancellation Policy

**By the Applicant:** CHEST must be notified in writing of the Applicant's cancellation of an approved poster. For cancellations received within 14 days of posting, CHEST will issue a refund of 50%. For cancellations received on or after the hosting launch date, no refund will be issued.

## POSTER REQUIREMENTS

Posters may not bear reference to CHEST or the CHEST Annual Meeting. Program and promotional materials of any kind may not use the CHEST logo or name or make mention of the CHEST Annual Meeting, including phrases such as “presented during,” “presented in conjunction with,” “preceding,” “prior to,” “following,” or “after.”

- **Format of Presentation:** We encourage both prerecorded and live versions
- **File Format:** MP4 video files (H.264 or H.265 codecs preferred)
- **Video Dimensions:** Minimum size of 1920 x 1080 up through maximum size of 4026 x 2160
- **Audio Requirements:** Sound must be clear and intelligible when played through laptop speakers set to 50% volume; ideal average decibel range throughout the presentation is between -12 db and -3 db
- **Accessibility Check:** Please use this website to check that the current combination of foreground text and background colors in your presentation meets Web Content Accessibility Guidelines minimum contrast standards
- **IP & PII Check:** Please be sure to remove/replace any images, video clips, or additional audio for which you do not have intellectual property (IP) ownership or explicit permission to utilize in this presentation (eg, copyrighted imagery pulled from websites or periodicals via a Google image search or a video clip that you had permission to use in one context but not necessarily this new context); also, be sure to omit any personally identifiable information (PII) that might exist in your presentation materials (eg, patient names in the margins of an ultrasound scan or other diagnostic image)
- **File Naming Conventions:** Include presenter name, condensed title, and date of recording (ie, Tyler Klein\_PE Imaging Risk Stratification\_06.24.25)
- **Upload Destination for Completed Video Presentations:**  
<https://chestnet3.app.box.com/f/4dc09e17051c4eefabedb444f0c55ef0>
- Any changes to those parameters may result delay of hosting

## FAQs

**Q:** How long will it take CHEST to publish my presentation?

**A:** If and when all components of the file are accepted per CHEST guidelines, the poster will be slotted into the next quarterly release. The submission must be received within two weeks or earlier of the next quarterly release.

**Q:** How long will my presentation be available to CHEST audiences?

**A:** The presentation will be hosted for 12 months from the date it is published on the platform.

**Q:** Will you accept my presentation if it's more than 15 minutes long?

**A:** No, presentations are required to be 15 minutes or less.

**Q:** I decided to record and edit my poster; will CHEST publish as is?

**A:** Yes, CHEST does not edit for content nor science but reserves the right to request updates per CHEST editorial styles to publish.

**Q:** What types of supporting materials do I need to include?

**A:** A presentation transcript, a PDF version of the presentation, and a short (two-sentence) description of the presentation.

**Q:** Can I update the video I produced after it goes live?

**A:** Yes, minor updates may be possible depending on the scope within 10 business days of going live. After 14 business days, there is a \$2,500 fee. For updates, please contact us directly at [industry@chestnet.org](mailto:industry@chestnet.org) for changes.

## TERMS AND CONDITIONS

1. **Acceptance.** All applications are subject to review and approval by CHEST. CHEST reserves the right to reject any application for any or no reason. Applications are not approved until and unless confirmed in writing by CHEST.
2. **Content.** Applicant is solely responsible for the content and all aspects of production of the Poster Presentation. All content must comply with CHEST guidelines, standards, and requirements. Applicant warrants and represents that it has the legal right to use and reproduce any content used as part of the Presentation and that no content violates the intellectual property or proprietary rights of any other person or entity.
3. **No Reference to CHEST.** Presentations must avoid any implication that the Presentation was planned, researched, or implemented by CHEST. The Presentation, any content associated with it, and any promotional materials may in no way mention CHEST, the CHEST Annual Meeting, or the American College of Chest Physicians nor use any version of the CHEST logo or any CHEST trademarks. ***Phrases such as “presented during,” “presented in conjunction with,” “preceding,” or “prior to” may not be used.*** This rule applies to materials developed for use before, during, and after the CHEST Annual Meeting.

Applicant shall not state or imply that the poster, its content, or any statements or claims made within the poster or during the Presentation represent the views of or are endorsed by CHEST. All program materials and promotional content must include the following statement: ***“This poster is not supported, endorsed, or accredited by the American College of Chest Physicians.”***

4. **Fees.** Applicant shall pay the applicable fee within 30 days of application submission. No Presentation will be published until payment has been made in full.
5. **Term.** Subject to the terms set forth herein, Presentations will be published online for a minimum of one year.
6. **Changes.** CHEST will use the title and description of the Presentation as set forth in the application. Please ensure the information provided is accurate. CHEST reserves the right to make reasonable edits to such information before posting for the sake of copyediting, style, or other reasonable grounds. CHEST will provide Applicant with advance notice of any such edits, and such edits will be deemed accepted by Applicant unless it indicates otherwise in writing (including by email) within three business days.

CHEST reserves the right to require changes to the Presentation as it deems necessary. All changes must be made by Applicant; CHEST will not edit videos. In the event CHEST requires any changes, the Presentation will not be published until all such changes have been made by Applicant.

7. **Takedown.** CHEST reserves the right to take down any Presentation after it is published if CHEST determines, in its sole discretion, that the Presentation is inaccurate; is misleading; may not be in compliance with applicable laws, regulations, or industry codes; is inappropriate; or threatens the reputation or interests of CHEST. CHEST will refund a pro rata portion of the fee for any premature removal.
8. **Comments.** All comments, likes/dislikes, and other similar features will be disabled on the platforms on which the Presentation is published.
9. **Cancellation.** Cancellations are subject to the Cancellation Policy set forth in the application. In addition, and without waiving any other rights or options, CHEST reserves the right to remove the Presentation and refund the applicable fee at any time.
10. **Ownership.** Applicant will retain ownership of the Presentation. Applicant hereby grants to CHEST a limited, nontransferable, nonexclusive, royalty-free, worldwide license to use and reproduce the Presentation for the sole purpose of providing the services contemplated herein. Applicant further grants to CHEST a limited, nontransferable, nonexclusive, royalty-free, worldwide license to use Applicant's name, logo(s), and/or trademark(s) for the sole purpose of providing the services and only in a form provided by or approved in advance by Applicant.
11. **Indemnification.** Applicant shall defend and indemnify CHEST, including its officers, directors, employees, and agents, from and against all claims, suits, losses, judgments, damages, and other costs (including without limitation reasonable legal costs) related to the same.
12. **Governing Law.** Illinois law governs these Terms and Conditions and all disputes related thereto.

**APPLICATION****CONTACT INFORMATION**

Applicant Organization \_\_\_\_\_

*(Please note: This will be listed on the poster webpage exactly as provided.)*

Applicant Contact Name \_\_\_\_\_

Applicant Email \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Poster Direct Contact Name \_\_\_\_\_

Poster Contact Email \_\_\_\_\_

Poster Contact Phone Number \_\_\_\_\_

**POSTER INFORMATION**

Poster Title \_\_\_\_\_

*Please add faculty name, credentials, current role, etc, as it should be listed on the website.**CHEST will add the below information EXACTLY as it is represented here.**CHEST is not responsible for misspellings and/or inaccurate university affiliations, credentials, current practice, etc.*

Poster Faculty 1 \_\_\_\_\_

Poster Faculty 2 \_\_\_\_\_

Poster Faculty 3 \_\_\_\_\_

Poster Faculty 4 \_\_\_\_\_

Poster Description \_\_\_\_\_

**COSTS | \$15,000** *(15% discount for three or more per total submission)*

Host link to recorded symposia on CHEST website

- Poster partner will provide all files/folders
- CHEST will include poster name, description, and faculty affiliations on landing page
- Activity will be launched on a date stipulated by CHEST and communicated to Supporter
- Activity will endure for 12 months on medcast.chestnet.org and CHEST YouTube channel
- CHEST will market the Industry-Supported Poster Presentations landing page on social media channels
- CHEST will provide the number of views at the conclusion of the hosting duration but does not guarantee number of views

I have read and understand the guidelines for creating and hosting Industry-Supported Poster Presentations on chestnet.org. I am authorized to sign this application on behalf of the above-listed company. I agree to adhere to the rules set forth by CHEST for the above-referenced poster presentation(s).

**By submitting this application, the Applicant agrees to be bound by these Terms and Conditions.**

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**Company Name**

**Contact Name**

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**Signature**

**Date**

*For questions, or to submit your application, please contact [industry@chestnet.org](mailto:industry@chestnet.org).*