



GUIDELINES FOR PREPARING YOUR PRESENTATION

REQUIREMENTS FOR ACCREDITATION

To comply with accreditation standards, your presentation must abide by the following:

1. Content must be generally recognized and accepted by the profession and any recommendations involving clinical medicine must be based on evidence and are generally accepted standards of experimental design, data collection and analysis.
2. The presentation may not promote recommendations, treatment, or manners of practicing medicine that are: not within the definition of continuing medical education; are known to have risks or dangers that outweigh the benefits; or are known to be ineffective in the treatment of patients.
3. The presentation must be fair and balanced. Promotion and products or services of any specific company will not be allowed. If a trade name is used, where available, trades names from several companies should be used, not just from a single company.
4. Corporate logos must be removed from the presentation. Academic institution logos are allowed.
5. Clearly disclose if recommending off-label use.
6. Only generic drug names should be used.
7. Adhere to HIPAA regulations by removing all patient identifiers and must have written permission for use of photographs.

TIPS FOR A MEMORABLE PRESENTATION

- **Be Engaging:** Include content that will grab your audience's attention early. Interesting facts or images, a knowledge check in or reflective question asked to the audience, or even a short video clip can work well to hold your audience's focus. Memorable moments within a presentation can help learners recall your talk above others.
- **Create slides to highlight major points.** Do not duplicate what you will speak to.
- Slides must be sized for widescreen (16:9). **Please use our CREOG & APGO PPT template.** ([Click Here to Download CREOG & APGO PPT Template](#))
- Plan no more than 1 slide per minute (excluding intro slides, slides that are strictly photographs and slides that can be covered quickly).
- Use large enough font (*minimum of 24 pt.*)
- Slides should be as simple and uncluttered as possible. Do not feel compelled to fill all white space. Make sure the text on the slide is to highlight the main point of the slide.
 - Single point per line
 - < 6 words per line

- < 6 lines per slide
 - < 30 characters per slide
 - Tables: max 6 rows, 6 columns
 - Avoid busy graphics or tables
 - Limit colors to no more than 4 (*Avoid red lettering to accommodate everyone*)
 - Be consistent with fonts
 - Build ideas and transitions
- Include summary/take-home points per concept
 - Use images or diagrams instead of text whenever possible, to enhance learning. Infographics and high-quality images are best. Do NOT use clip art. (Ensure you have attained appropriate copyright permissions)
 - Limit transitions and animations. Allow your words to keep the audience engaged.
 - Define all abbreviations.
 - Cite references for figures, charts or graphs obtained from literature or websites.
 - Close with a slide on the “Key Take-Aways”. What are the main ideas that you want them to remember from your presentation? (*These should be different from the learning objectives*)

REQUIRED SLIDES

1. Presentation Title, Name and Affiliations:

Your first slide should contain your presentation title, your name and your affiliation(s).

Example:

Presentation Title (as listed in program) Your Name, Degree(s) Institution City, State

2. Disclaimer:

Your second slide MUST contain this disclaimer slide. Please do not remove.

3. Disclosure Information:

Your Third slide must contain your disclosure information, even if you have no relationships to disclose. Please list all financial relationship, followed by the companies in which you have the stated relationship. If you have nothing to disclose, please state “I have nothing to disclose”.

Example:

Presenter Disclosure Information <u>Board Member/Advisory Panel:</u> Roche <u>Relationship 2:</u> Company 1; Company 2 <i>Etc.</i>	Presenter Disclosure Information I have nothing to disclose.
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4. Learning Objectives:

Your Fourth slide should include your submitted learning objectives.

Example:

Learning Objectives

After this presentation, you should be able to:

1. Describe the most common reasons that preanalytical variations can occur.
2. Create protocols to minimize the occurrence of pre-analytical variations.
3. Etc.

5. Summary Slide (Key Take-Aways):

What are the main ideas that you want them to remember from your presentation? *(These should be different from the learning objectives)*

Example:

Take-Aways

- Preanalytical errors can be mitigated by having established protocols.
- Use data to monitor the success of established protocols.
- Re-evaluate protocols regularly to determine success.
- Etc.

6. Resources:

Links to helpful resources that attendees can implement at their institutions.

Example:

Resources

- Website links
- Pubmed article ID
- Latest Clinical Update.
- Etc.

Submitting Your Presentation

The designated “Primary Presenter” ONLY will be required to upload a copy of the presentation by completing the **Upload Presentation Slides for CME Review** task in the CTI CoASIS Presenter Portal:

- An email will be sent to the Primary Presenter with a unique link to log into their account
- An almost complete draft is due by the deadline for your presentation to be eligible for CME credits. *Your CME credit will be removed if we do not receive a copy of the presentation by the deadline*

The portal uses Single Sign On (SSO) through your MyACOG account. You will need to log into CoASIS with your MyACOG credentials. The portal will give the Primary Presenter access to all communications and tasks related to their presentation. If you feel you did not receive an email, please check there first under the “tasks” and/or “messages” tabs.

If you have trouble logging into your account, please [contact CREOG](#).

Uploading Files:

Step 1: Once you log in to the Presenter Portal, select the tasks tab and open the new task titled **Upload Presentation Slides for CME Review** and follow the instructions.

Step 2: Locate the desired session you wish to upload to. **Important:** When naming your file, please include the first three words of your presentation title and first and last name. Please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.

Step 3: Click on the “Choose File” button, select the file and then click the “Submit File” button.

Supported Formats:

PPT, PPTX; The system at your event is optimized for Windows-based computer and PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under “File, Help” when you have your PowerPoint open.

PDF; Supported.

KEY; Keynote files are not supported. Please export your presentation as a PowerPoint or PDF file for upload and be sure to review the result in the Speaker Ready Room.

Prezi files are currently unsupported for upload. Please ask for assistance in the Speaker Ready Room.

Video and Audio File Support:

Please see [this article for file formats](#) supported within PowerPoint.

Please consider compressing your videos. If you’ve authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found here.

If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may hurt performance.

Please Note: *The laptop will not be connected to the WIFI, do not include video files if it cannot played without WIFI.*

Considerations for custom fonts

We only supply fonts that are included with Office 2019. For a list, see this article. If you need a specialized font, it should be embedded into your PowerPoint presentation. Some licensed fonts may not embed and should be replaced with a font included with Office. Click here for an explanation of this process.

Any Links to Web Pages?

Meeting Room computers are not connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

Before You Depart, Backup

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all materials to a folder on a USB.

Audience Response (Polling)

Audience Response Systems are not provided or supported by CREOG & APGO. Please note that the use of cell phones as audience response systems may not be reliable due to the interior location of the meeting rooms and/or speed of the WIFI connection.

Arriving at Your Meeting

Speaker Ready Room Schedule: *(Speakers must check-in at the Speaker Ready Room at **least 4 hours prior** to their scheduled presentation)*

Philadelphia Marriott Downtown- **Conference Room 501** located on level 5 of the meeting space

- Tuesday, February 25 – 3:00 pm to 5:00 pm
- Wednesday, February 26 – 7:00 am to 5:00 pm
- Thursday, February 27 – 6:00 am to 5:00 pm
- Friday, February 28 – 6:00 am to 4:00 pm
- Saturday, March 1 – 6:30 am to 10:00 am

The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is imperative that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

Giving Your Presentation:

Please arrive at your designated meeting room **10-15 minutes before** the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your name on the display, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you

have any difficulties or need any assistance, just click the “**ASSISTANCE NEEDED**” button and a technician will be immediately sent to your room.

AV Equipment

- LCD Projector
- Screen
- Windows-based Laptop (Computers may not be switched out to personal machines)
- Podium with microphone
- Table with (2) handheld microphones and (2) chairs
- Handheld Q&A mic for audience
- Lavalier mic (general session only)
- Slide Advancer (general session only)
- Speaker Timer (general session only)
- Confidence Monitor (general session only)

Questions

Questions about the CAAM or speaker duties, [contact CREOG](#).