



### **PowerPoint Presentations:**

There is no limit to the number of slides but strict cut-off times will be enforced (15-minute oral presentation then 5-minute Q&A session). **The following slides are mandatory and should appear as ordered.** Slides 5 – 9 may need more than 1 slide to appropriately cover the topic.

#### **1.) Title Slide**

- IRB Status (lower left corner)
- Presentation Title
- Full Name
- Position (PGY1 Resident, PGY2 Resident, Fellow, etc)
- Residency Program and Location

#### **2.) Disclosure Statement** (include the following)

- Full Name
- Conflict of Interest (stating that speaker has none)
- Sponsorship (that speaker received no funding to support their research)
- Propriety Information (stating that research is subject to different interpretation)
- Educational in Nature (that speaker agrees that their presentation abides by the non-commercial guidelines)

#### **3.) Learning Objectives**

- Recommend to keep between 2 – 3 learning objectives
- Objectives should utilize the principles of Bloom's Taxonomy
  - Consider what you want the audience to know by the end of the presentation

#### **4.) Institution**

- General Institution Information
- Demographics (bed size, type of facility in relation to project)

#### **5.) Objectives of the study**

#### **6.) Background**

#### **7.) Methodology**

#### **8.) Results**

#### **9.) Conclusion**

#### **10.) Post-Test Assessment Questions**

- Three (3) questions your audience should now be able to answer based on the information you have presented.

## Formatting Instructions:

- All slides must be numbered.
- Save As a Windows PowerPoint 1997-2003 (.ppt) OR PowerPoint Presentation (.pptx) documents.
- File name should be saved as *lastname\_sitename (i.e.: smith\_hospital.ppt)*.
- Page Set-Up: Open the File menu (in older versions) or click on the Design tab in PowerPoint 2007 and select Page Setup:
  - In the Slides Sized For: selection box, select On-Screen Show.
  - Make sure the slide Width is 10 inches and the Height 7.5 inches.
  - Set the Orientation for Slides as Landscape.
  - Maintain at least a half inch extra margin space on each edge of the slide.
- Use a slide template that is standard for PowerPoint.
- Font incompatibilities are the most common problem with presentations.
- Non-standard templates may not display properly.
- **Hyperlinks to or otherwise integrated other files (graphic, animation, videos, other programs, etc) are not allowed as this causes compatibility issues.** Files that contain these elements will not be accepted.
- Easiest to read color schemes are a light background with dark lettering.
- Shy away from using red color for any text since it is difficult to read.

PLEASE NOTE: YOU WILL NOT BE ALLOWED TO CONNECT ANY OF YOUR OWN PERIPHERAL EQUIPMENT FOR SOUND, INTERNET, UPDATED FILE RETRIEVAL, OR OTHER ENHANCEMENTS