



Speaker Instructions

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Creating Your PowerPoint Presentation

If you **have not** yet created your presentation:

- Use the provided PowerPoint Template to create your presentation. There are multiple slide types to choose from. You'll change the slide title, add content, and revise the following slides as necessary:
 - Presentation Title
 - Section Break Title
 - Tables
 - Chart/Image
 - and more
- Use the provided Zoom background when recording your presentation.

If you **have** created your presentation, see the "[Submitting Your Presentation](#)" section.

CME Information to Include

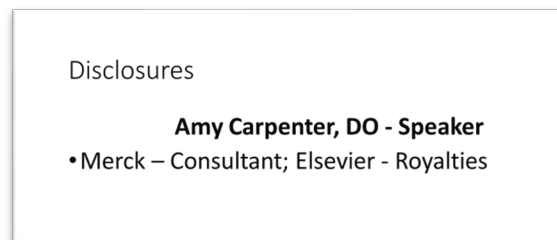
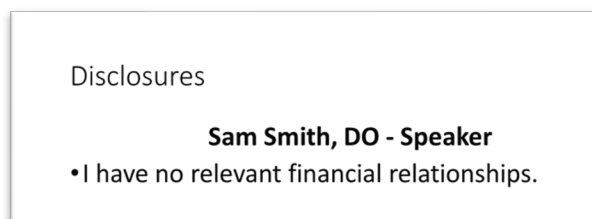
In a slide after your title slide but before your presentation starts, you must include a statement of any relevant financial relationship disclosures. The PowerPoint Template has a place holder slide for the information to be included. The information to be included is as follows:

- Your name
- The name of the commercial interests
- The nature of the relationship you have with each commercial interest
 - This information must match what you provided on your speaker disclosure statement form. If anything has changed or is different from what was provided on your disclosure statement form, please contact your OMED24 content lead.

Disclosures **must never include the use of a corporate logo, trade name, or a product-group message of a commercial interest.**

If you don't have any relevant financial relationships, include a statement that you do not have any relevant financial relationships.

Examples are below and templates are included in the slide deck.



Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names,

trade names from several companies should be used where available and not just trade names from a single company.

Recording Your Presentation

Please note that embedded audio in PowerPoint files will not be accepted as final recordings. We require mp4 files for our virtual platform.

Session Length

Pre-recorded sessions must fall into the minute requirements listed below to receive intended credit. For the live in-person sessions, the minute requirement remains, but it is the speakers' responsibility to incorporate Q&A.

Length of Program in Minutes	Credits
10-23 (minutes)	0.25
24-37	0.50
38-52	0.75
53-69	1.00

For more information, please see the OMED24 CME Requirements Memo.

Platform

- If you do not already have a Zoom account, create one here: <https://zoom.us/signup>.
- Once your Zoom account is set up, use either of the following tutorials to review a step-by-step walkthrough about recording your presentation. There are links for using either a PC or MAC:
 - Windows/PC: <https://www.youtube.com/watch?v=xcbntMmc2aE&feature=youtu.be>
 - Apple/MAC: <https://www.youtube.com/watch?v=9UXponS4IG0&feature=youtu.be>

Attire

Be comfortable and be yourself but try to avoid busy patterns that will provide a distraction to the content (stripes can make people dizzy!). Solid colors, especially jewel tones, work well. For example, sapphire blue, ruby red, amethyst purple, citrine yellow, or emerald green.

Lighting

The placement of lighting is important. The light should be placed in front of you, not behind you. Wipe out any additional lighting from office windows, etc., that may interfere with the clarity of the video stream.

AV/Tech

- Mute anything in your office that beeps or buzzes, so you don't distract yourself or others in the audience. This includes closing email and turning off calendar and message alerts.
- The best way to avoid audio feedback is to wear a headset, earbuds, air pods, etc., and change your computer's audio settings to be input and output through the headset and its mic, but you can certainly use your computer's built-in microphone.
- If you have a hardline internet connection at home, we suggest you use it. If you do not have one, use a high-speed internet connection. If you live in a very remote area with spotty internet, please let us know, so we can adjust your session such as prerecording the slide content.
- If you will be using a laptop, plug it in and leave it plugged in. This stops the laptop from disabling certain power/battery functions and is a backup in the event you forget to charge it.
- If you are using speaker notes, they need to be in your PowerPoint slide notes sections. These notes will show in the presenter studio interface underneath your slides on a "mini down screen" window. Only you will see these notes. The area for this is rather small, so it is also recommended to have a printed copy or otherwise accessible copy nearby.
- Close out all applications other than the window browser you are using.

Webcam Visuals

Adjust the laptop or your webcam so that your head and shoulders take up most of the frame. If you need to, put the computer on a stack of books or close the cover of your laptop just enough to fill the frame. Ideally, the camera will be capturing you straight-on or looking slightly down on you (most flattering like in selfies). If the camera is below you, you'll magically grow double and triple chins.

This view also creates the illusion that you are talking directly to the person watching and provides a more personal connection.

Optional Equipment

For those interested in using higher-quality microphones and/or cameras, here are some recommendations:

Microphones for PC/MAC

- [Blue Snowball](#)

Webcam

- [Logitech - C920S HD Webcam](#)

Lighting

- [LED Ring Light](#)

Presentation

- Address each learning objective.
- Prepare a fair and balanced presentation that is objective and scientifically rigorous.

- Remove personal patient information from PowerPoint slides (e.g., a patient's name on an x-ray).
- Remove all commercial logos and/or brand names from presentations (use generic names if needed).
- Use 16 x 9 format for the slides and font size of at least 28 for all bullet points on slides. Anything smaller will not be legible to learners.
- Do not have more than 3 to 4 bullet points per slide. Use more slides if needed.
- If slides have a dark background, only use white font (other colors are not legible).
- For at least the first 2 slides – the title slide and the COI disclosure slide – use the OMED24 PowerPoint template.
- Time your presentation to include your introduction and required disclosure announcements and conclude on time.
- Use the same title submitted to your specialty college to establish consistency across all conference materials.

During Your Presentation

- Be real. People build trust through eye contact and body language. Create a connection with your virtual audience by doing the following:
 - Look into the camera directly and fight the temptation to look down at your notes.
 - Simulate your intended audience with topic-driven photos of real people.
 - If possible, stand up and deliver your message as if you are giving the presentation to a live room but stay in one place without moving.
- Keep it interesting. Provide clear slides that are easy to digest without an overabundance of details and information on any one slide.
- Use your voice to guide viewer attention. Vary the volume, speed, and pitch of your voice.
- Speak in a way everyone can understand. Try to avoid long words when short ones would do. Use the active voice rather than the passive voice. Try not to use foreign phrases or jargon when a plain language equivalent is usable.
- Eliminate distractions. To ensure that you do not distract yourself or your audience, use the following guidelines:
 - Remove rustling papers, email pop-ups, and your mobile devices.
 - Log in to the session at least five minutes early.
- Don't rely solely on slide pointers or annotation tools provided on web conferencing platforms.
- Encourage your attendees to share what they are learning on social media by using the hashtag #OMED24.
- Have fun. If your virtual presentation gives you and your audience the opportunity to laugh, smile, and connect, it will be a rewarding experience for everyone. Happy people retain information better and longer than bored or disinterested ones.

Introductions

Your introduction will be more important than ever. You will want to introduce yourself and establish the groundwork for your session within the first few minutes to get the audience hooked. A good introduction will meet the following criteria:

- Capture the audience's attention.

- Motivate the audience to listen by relating the topic to their frame of reference.
- Establish your credibility on the topic.
- Present your purpose (that is, your exact purpose or a variant of it).
- Preview your main points (today, I will talk about...).
- Provide COI disclosures.

Technical Assistance

If you need assistance when recording your presentation, contact your OMED24 content lead for assistance.

OMED24 content leads, if you have any questions about the speakers' presentations, contact your AOA staff lead.

Editing

If you are aware that your presentation needs specific edits, please contact your OMED24 content lead.

OMED24 content leads, if you are aware that a speaker's recording needs specific edits, please contact your AOA staff lead.

If significant edits are necessary, you may be asked to rerecord your presentation. Examples include but are not limited to:

- Significant loss of audio/visual connection
- Routinely starting over mid-recording
- Technical issues when sharing other media such as YouTube clips, etc.

Submitting Your Presentation

Please submit your recordings as MP4 files to your OMED24 content lead as soon as they are available. Submission instructions are included in the email from your OMED24 content lead. Below is a list of items to submit to your OMED24 content lead for your session:

- Session title (should be included in PPT slides)
- Session learning objectives (should be included in PPT slides)
- Session MP4 recording
- Session PPT slides
- Your name with credentials as you would like it shown on all materials
- Your high-resolution headshot
- Your short, introductory bio
- Your CV
- Your disclosure form (this information should also be included in PPT slides)

The deadline for submissions is August 30. Submissions received between August 31 and September 9 may not receive the same branded introductions, editing, and other treatment. Submissions received after September 9 will not be accepted.