



# American Osteopathic College of Occupational and Preventive Medicine

## SPEAKER'S PACKET

- **BIOGRAPHICAL INFORMATION and CV**
- **LEARNING OBJECTIVES**
- **TEST QUESTIONS**
- **AV NEEDS AND ROOM SETUP REQUIREMENTS**

In order to properly introduce you before you speak, it is very helpful to have a brief bio. In order to meet AOA regulations we must have a copy of your curriculum vitae, as well as a statement of behavioral learning objectives. A primer for writing quality learning objectives is available for your use.

Also, our college forwards test questions to the American Osteopathic Board of Preventive Medicine (AOBPM). We require five objective questions per lecture hour with the correct answer, and source references, such as a text book, federal rule, or journal article citation. This form will assist you in meeting all of these needs.

Your CV should include your area of specialty, office address, educational background, your professional affiliations, professional activities, publications, lectures and most importantly, your expertise as it relates to the subject you will be discussing.

Please return this information as soon as possible to:

AOCOPM  
P.O. Box 3034  
Tulsa, OK 74101-3034  
(800) 558-8686  
(918) 561-1431 fax  
e-mail [jeffrey@aocopm.org](mailto:jeffrey@aocopm.org)  
[www.aocopm.org](http://www.aocopm.org)

Commercial Delivery:  
AOCOPM c/o Jeffrey J. LeBoeuf  
Oklahoma State University Center for Health Sciences  
1111 W 17<sup>th</sup> Street, Room 325  
Tulsa, OK 74127

Note: Even if you have previously spoken for AOCOPM, please send us an updated version of your CV.

Name: \_\_\_\_\_

Exact Title of Your Lecture: \_\_\_\_\_

I have included the following:  bio or introduction and  CV

**Please continue to next page**



# American Osteopathic College of Occupational and Preventive Medicine

## Behavioral Learning Objectives:

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

(4) \_\_\_\_\_

\_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_

## AV NEEDS AND ROOM SETUP

State of the art industry standard equipment consisting of table top lectern, wireless microphone, LCD projector, laser pointer, computer and screen will be provided to all speakers. Standard classroom setup with 18" wide tables will be used for all lectures unless special configurations are requested ahead of time.

Please e-mail your presentation to [jeffrey@aocopm.org](mailto:jeffrey@aocopm.org) for pre-loading and bring a back up on CD Rom, jump, flash or "stick" drive. Should you have unusual AV needs, such as OMT tables, TV/VCR, Easel and Markers, internet connectivity, please let us know well in advance.

### PROVIDED

- table top lectern
- wireless microphone
- LCD projector and screen
- laser pointer
- laptop computer

### UPON Request

- TV/VCR
- OMT Tables \_\_\_\_\_ (number)
- Easel and Pad
- White Board
- Other \_\_\_\_\_
- \_\_\_\_\_

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**AOBPM Test Questions** (should be in an objective format, such as multiple choice, matching, or true/false)

Question 1

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Correct Answer: \_\_\_\_\_

Sources/References: \_\_\_\_\_

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Question 2

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Correct Answer: \_\_\_\_\_

Sources/References: \_\_\_\_\_

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Question 3

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Correct Answer: \_\_\_\_\_

Sources/References: \_\_\_\_\_

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Question 4

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Correct Answer: \_\_\_\_\_

Sources/References: \_\_\_\_\_

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# American Osteopathic College of Occupational and Preventive Medicine

Question 5

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Correct Answer: \_\_\_\_\_

Sources/References: \_\_\_\_\_

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