



Instructions for Presentations

Table of Contents

| | |
|--|----------|
| Creating Your PowerPoint Presentation | 2 |
| CME information to include..... | 2 |
| Session Length -* IMPORTANT * | 3 |
| Recording Your Presentation | 3 |
| Platform | 4 |
| Attire | 4 |
| Lighting..... | 4 |
| AV/Tech..... | 4 |
| Webcam Visuals..... | 4 |
| Optional Equipment..... | 5 |
| Microphones for PC/MAC..... | 5 |
| Webcam | 5 |
| Lighting..... | 5 |
| Introductions..... | 5 |
| Presentation..... | 5 |
| During Your Presentation | 6 |
| Recording, Technical Assistance | 6 |
| Submitting Your Presentation | 6 |
| Presentation Day | 7 |

Creating Your PowerPoint Presentation

Note: All presentations must be pre-recorded. These recordings will be used on the virtual platform for 30 days after OMED22 to offer a full conference experience for all attendees.

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

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 statement of any relevant financial relationship disclosures. Please include the following information: Your Name; The name of the commercial interest(s); 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 ronda@aocopm.org.

Disclosure 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 relationship(s), include a statement that you do not have any relevant financial relationships.

Examples are below:

Disclosures

Sam Smith, DO - Speaker

- I have no relevant financial relationships.

Disclosures

Amy Carpenter, DO - Speaker

- Merck – Consultant; Elsevier - Royalties

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

Session Length - * IMPORTANT *

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 |

Recording Your Presentation

Platform

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

Attire

- Be comfortable and be yourself but try to avoid busy patterns (stripes can make people dizzy!) that will provide a distraction to the content. 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 else 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 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, then we suggest you use it. If you do not have one, use a high-speed internet connection.
- 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 of 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 the majority 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 creates an 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](#)

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 objectives:

- 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

Presentation

- Address each learning objective
- Prepare fair and balanced presentation that is objective and scientifically rigorous
- Remove personal patient information from PowerPoint slides (e.g., is patient name on an X-ray in slide?)
- Remove all commercial logos and/or brand names from presentations (use generic name 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)
- Not more than 3-4 bullet points per slide – use more slides if needed
- If slides have a dark background, you may only use white font (other colors are not legible)
- For at least first 2 slides, the title and COI disclosure, use the Virtual OMED 2020 PowerPoint template

- Time your presentation to include your introduction and required disclosure announcements by moderator and brief question/answer period at end 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. 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 one. Try not to use a foreign phrase 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.
 - Ask a moderator to field incoming questions from your attendees.
 - Log into the meeting at least half an hour early.
- Don't rely only on slide pointers or annotation tools provided on Web conferencing platforms.
- 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.

Recording, Technical Assistance

Jeff and Ronda (office manager) can help you with technical assistance: jeffrey@aocopm.org, 800-558-8686, ronda@aocopm.org

If you want help with your recording, reach out to Jeff or Ronda well before the due date to ensure they have time to schedule your recording session.

Submitting Your Presentation

Please submit your final recordings as MP4 files as soon as they are available. You may email them to ronda@aocopm.org.

The deadline for final submissions for Thursday, September 5. Submissions received between September 6 and September 15 may not receive the same branding, light editing (if necessary), and other treatment. Submissions received after September 15th will not be accepted.

If significant edits are needed, 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.

Note: Embedded audio in PowerPoint files will not be accepted as a final presentation.

Presentation Day

If you are presenting live, you have practiced well for your presentation, and your video will be aired for the 30 days of Virtual OMED.

If you are presenting virtually, you will receive an emailed Zoom link to join the conference. You will need to be available to answer questions and engage in any discussion during your time slot.