



Slide Preparation Guidelines

When preparing your slides, consider the following guidelines:

Order

Order your slides as follows:

- **Slide #1 - Talk Title** (including your name and institution)
- **Slide #2 - Disclosure Statement**
 - Your disclosure statement should list all financial relationships with ineligible companies within the prior 24 months relevant to your specific talk. This information will also appear in the presentation distributed to participants and should therefore be identical to the details provided on the disclosure form. Disclosures should never include the use of a trade name or product-group message.
Example: Speakers Bureau - Eli Lilly, Bristol-Myers Squibb
 - If no financial relationships exist, the second slide must read: "I have no relevant financial relationship(s) with ineligible companies to disclose."
 - The following Joint Accreditation attestation must be included at the bottom of your disclosure slide: *"In accordance with the Standards for Integrity and Independence in Accredited Continuing Education, ACR has implemented mechanisms prior to the planning and implementation of this CE activity to identify and mitigate all relevant financial relationships for all individuals in a position to control the content of this CE activity."*
- **Slide #3 - Learning Objectives.** Include an objective slide at the beginning of the talk. You want the audience to remember key takeaways from your talk that they can potentially incorporate into practice.
 - A resource to help with writing learning objectives: [Writing Learning Objectives \(aamc.org\)](https://www.aamc.org/learning-objectives)
- **Slide #4 - Evidence-based medicine (EBM) or Key References (This is not required for abstracts).** List three (3) references supporting the key points of your talk. This is separate from any footnotes or bibliography that you may want to include. **If including your academic logo, please place it on the Slide #1 - Talk Title and/or Slide #2 - Disclosure Statement.**
- **Individual Slides.** Keep individual slides as simple as possible. See the design section below for more tips.
- **Final Slide #1 - Key Takeaway(s).** The key takeaways are what you want the audience to remember from your talk that they can potentially incorporate into their practice.

- **Final Slide #2 (Optional) - Handout Links and Resources.** Attendees rely on handouts and resources to utilize information you provided in their personal practices or research.
 - You are encouraged to include links to them at the end of your slides.
 - Your handouts and resources should:
 - Reiterate the essentials of your talk (e.g. clinical pearls).
 - Follow your presented slides closely.

Product/Brand Names

Do not include product/brand names or logos in your presentation. However, institution logos (i.e., non-PhRMA related logos such as university names, associations and government agencies) are allowed in the body of your presentation. If it is necessary to reference a commonly used brand name or product, the scientific or generic name should be referenced next to it.

Example: Acetaminophen (Tylenol)

Joint Accreditation Content Validity Guidance Reminders:

These expectations are drawn from Standard 1 of the ACCME Standards for Integrity and Independence in Accredited Continuing Education.

- ▽ All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
 - **Suggested best practices:** Ensure that, if there is a range of evidence, that the credible sources cited present a balanced view of the evidence. If clinical recommendations will be made, include balanced information on all available therapeutic options. Address any potential risks or adverse effects that could be caused with any clinical recommendations.
- ▽ All scientific research referred to, reported, or used in accredited education in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.
 - **Suggested best practice:** Clearly describe the level of evidence on which the presentation is based and provide enough information about data (study dates, design, etc.) to enable learners to assess research validity.
- ▽ Although accredited continuing education is an appropriate place to discuss, debate, and explore new and evolving topics, these areas need to be clearly identified as such within the program and individual presentations. It is the responsibility of accredited providers to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
 - **Suggested best practices:** Identify content that has not been accepted as scientifically meritorious by regulatory and other authorities, or when the material has not been included in scientifically accepted guidelines or published in journals with national or international stature. Construct the activity as a debate or dialogue. Identify other faculty who represent a range of

opinions and perspectives; presentations should include a balanced, objective view of research and treatment options.

- v Content cannot be included in accredited education if it advocates for unscientific approaches to diagnosis or therapy, or if the education promotes recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.

Corporate Logos

There may not be any for-profit and or ineligible company logos. As part of the disclosure slide, it is acceptable to have the name of a for-profit and or ineligible company as text. It is acceptable to include logos for: hospital, school, association, non-profit, government agency, or journal.

Length

Typically, the number of slides in your talk should not exceed the total number of allotted minutes to speak (not including a title slide and acknowledgements).

Design

- ACR has provided a PPT template for your use. This template is not required.
- Slides should remain in the template's widescreen format (16:9).
- Font should be readable without magnification. Use at least 32-point sans-serif font (e.g., Calibri or Arial).
- Keep it simple:
 - Avoid using too much text. Express ideas in as few words as possible.
 - Convey only one major point/message per slide.
 - Use several simple slides, instead of one complex slide, to convey points.
 - When possible, use visual aids in place of text. You can use presenter view in PPT to reference text and notes.
 - Avoid overly complex graphics and tables. Instead, either simplify the images/tables or break up complex images/tables into sections (one per slide).
 - Collection of science and medical art visuals available via [NIH](#) and [Noun Project](#)
- Use white space for extra impact.
- Use bold, italics, underline and bullets for emphasis.
- Avoid all caps, which can be difficult to read.
- Avoid long columns, figures or tables that are illegible on a smaller screen.
- Use the color scheme and fonts built into the template provided.
- Make sure Slide Orientation is Landscape and NOT Portrait.
- Minimize the use of builds, animated transitions or videos during your presentation. These will not have the same impact in a web stream and can appear blocky and distorted to the end viewer.

- If possible, incorporate patient cases/clinical scenarios. This can be either before an important concept (as a lead-in) and/or after (to confirm your audience learned what you intended.)

Best Practices

- ▽ Include live poll questions into your presentation to boost audience interaction. Simply include your questions into your final slides for set up to the pre-submission portal between September 22 - October 6th.
- ▽ Emphasize transitions between topics. This will re-engage the learner and let them know they will hear something new.
- ▽ Allow time at the end of the talk for questions. Please Note: Convergence attendee feedback indicates they prefer more time for Q&A.
- ▽ Practice delivering the talk to someone who is not an expert on the topic. This can highlight areas that need clarification or more/less detail.
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- ▽ If you want individualized presentation feedback from an expert educator before Convergence, sign up [here](#) for presenter coaching sessions.

Copyright

It is the responsibility of the speaker to ensure that copyright laws have not been violated in the submission of materials for duplication and/or presented. The ACR does not assume the responsibility of acquiring permissions.

When using images and other visual materials, speakers need to provide information about the 1) permission (rights) to use the item and 2) a formal citation. **Any images that a speaker has used in their presentation and cannot verify permission has been secured for use will be removed by ACR staff during the PPT review process.**

Resources:

[When you Don't Need Permission to Use Another Owner's Trademarks.](#)

[Where to find reusable resources](#)

[How to acknowledge or reference an image](#)

[Gaining permission](#)

File Type

Save your slides in one of the following formats:

- PowerPoint 2013 or later (*.pptx format is preferred)
Mac presentations in Keynote format must be converted to Power Point.

Photography Policy

The ACR encourages the dissemination of educational content to benefit others. Our presenters have the right to request no photographs during their session and can:

- Announce this directly to attendees, and/or
- Include an icon to indicate their preference (see below):



This icon file can be downloaded [here](#) or in the faculty portal, titled “No Photography Icon,”. Please ask staff if you have questions or need assistance.

- If permitted, photos must be captured in a non-disruptive manner so as not to disturb the presenter and other learners and should be for personal, non-commercial use. Flash photography, video recording, and live streaming of any meeting materials, including posters, exhibits and all presentations, are strictly prohibited.