MIDSOUTH PHARMACY RESIDENTS CONFERENCE

Presentation Guidelines

Please refer to the conference website for specific dates, deadlines, and guidelines (www.stjude.org/MPRC). Contact conference staff with questions (MPRC@stjude.org).

Requirements:

- **Recommended PowerPoint file type: .pptx and created in widescreen format (16:9)**
    - Max file size: 250 megabytes
    - Your file **must** be named "last name, first name" of the speaker
- **Title slide**: with name & affiliation of presenter
    - Recommended: slide with a brief statement describing your practice site & patient population
- **Background to the project/study**
- **Goal/objective(s) for the project/study**
- **Methods**
- **Results**
- **Conclusions** (including future directions, if relevant)

CE Requirements:

- All presentations must adhere to continuing education requirements as the conference is being accredited for ACPE® credit for pharmacists
    - **Slide 1: Title Slide**
        - **Must include** speaker's name and institutional affiliation
        - **Must include** at least 1 mentor's name and institutional affiliation
        - Consider a brief statement about your practice site (e.g. location, patient population served)
    - **Slide 2: Conflict of Interest Disclosure**
        - **Must state**: "There are no relevant conflicts of interests in the last 24 months for anyone with control over the content of the presentation"
        - If a conflict of interest was submitted related to your presentation, conference staff will modify this slide after submission and contact you to make you aware of the change
    - **Slide 3: Conference objectives must** be listed exactly as approved for the general conference:
        - Recognize how the research presented could be applied to your practice site
        - Described major conclusions of the research presented and potential impact on your practice
        - Discuss the strengths and weaknesses of the research presented
    - **Slide 4 (optional): Presentation objectives**
        - If you choose to add presentation specific objectives (in additional to slide 3 above), the following verbs are permitted: Recall, State, Compare, Describe, Discuss, Explain, Identify, Recognize
        - Objectives that start with different verbs will not be accepted

Length of Presentation: Approximately 15 minutes is allotted for each presentation including time for questions. Consider allotting 12 minutes for the presentation with 3 minutes for questions. At approximately 15 minutes, the moderator will conclude the presentation so that the next presenter may access and prepare for their presentation.

Presenter View/Speakers Notes: It is a best practice to <u>not rely on presenter view/speakers notes</u>. Although the conference staff will make attempts to have this available for speakers, it is not guaranteed to be available on the day of the presentation.

Updates to Slides: Changes to slides will not be accepted after submission. Speakers should ensure slides are final prior to uploading. Slides not uploaded by the submission deadline may not be accepted, potentially resulting in the resident no being able to present at the conference.