

AUA 2019

MAY 3–6 **chicago**



GUIDELINES FOR HANDS-ON COURSE MATERIALS

Mutual Goal: Develop education that provides a great participant experience.

The following guidelines result in higher evaluation marks, better communication of the educational content to attendees and CME compliance.

Hands-on course materials must be submitted no later than March 8, 2019.

What are course materials and what is their intended purpose?

Course materials are provided by the Faculty to highlight the main points of the talk and to clearly identify the take-home messages of the course. They are designed to serve as an important tool in the overall experience of the course. We encourage course attendees to follow along using a laptop, tablet or mobile device.

Please Note: In our continuing effort to “go green,” print stations will not be available at the meeting.

What should my course materials include?

- Slide #1 should contain the presentation title and your name with credentials.
- Slide #2 should contain your disclosures – list commercial relationships relevant to your talk. If you do not have any- thing to disclose, simply put “I have no relevant financial relationships to disclose for this session.”

Content Guidelines

- Presentations should not contain a discussion of financial, coding or reimbursement implications, with the exception of presentations that directly pertain to such topics.

- If images, drawings or cartoons are included, indicate permission to use them.
- If research data is included, cite the source.
- Brand names should only be used for clarification. For example, the first time you may list Sipuleucel T (Provenge), but for following occurrences you should only use Sipuleucel T.
- If one brand name is used, all brand names must be included to ensure the program is balanced.
- Avoid abbreviations, unless you are sure all attendees know what they mean.

Appearance Guidelines

The design of your course materials is up to your discretion, though we ask that you keep the following suggestions in mind:

- PowerPoint slides with dark or busy backgrounds will not print well. Dark text on light or no background works best.
- Refrain from making slides too busy or overly crowded.
- Slides must be created in 16:9 format.
- No more than 6 sentences per slide; No more than 6 words per line.

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- Only introduce one idea per slide.
- Keep to a maximum of 6 bullets per slide.
- To emphasize text, use bold, italics or a different color, but not all.
- Avoid all-caps, except possibly for titles. Start each line of text with an uppercase character.
- Use a readable font (preferably Arial, Tahoma, Veranda) and standardize the font throughout.
- Recommended font sizes:
 - Main Title: 48-54 points
 - Slide Title: 36-44 points
 - Body Text: 24-36 points
- The slide title should be in the same position on all slides.
- Presentation should be proofread and free of spelling and grammatical errors.
- Make sure all graphics and charts are legible.
- Ensure that content fits correctly on each slide.
- Ensure that the number of slides is consistent with the time allocated for the presentation (approximate rule of thumb is 1 slide per minute of presentation).
- If your presentation(s) contains video content, please email your AUA coordinator with the number of videos contained in each presentation.

Permissions

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