

AUA 2019

MAY 3–6 chicago



GUIDELINES FOR INSTRUCTIONAL COURSE MATERIALS

ATTENTION COURSE DIRECTORS AND FACULTY:

Deadline to submit course materials is March 8, 2019.

What are course materials and what are their intended purpose?

The course materials may not be the full presentation, rather they have been provided by the course director to highlight the main points of the talk and to clearly identify the take-home message of the session.

The course materials 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 will be your title slide
- Slide #2 will be your disclosure slide – if you do not have anything to disclose, simply put “The presenters have no relevant financial relationships to disclose for this session.”
- Agenda/Outline: Order of topics/talks each faculty member will be presenting
- Session learning objectives

Appearance:

Design

The design and items included in your course materials are up to your discretion, though we do 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.

- For ease of reading, try to keep all fonts to 12pt. or larger.
- Refrain from making slides too busy or overly crowded.
- Make sure all graphics and charts are legible.
- All materials submitted to the AUA will be converted to PDF and will include an AUA-designed exterior cover page listing the course title, course number, course director and faculty.

Permissions:

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Personal promotional material is not permitted on course materials. The Accreditation Council for Continuing Medical Education (ACCME) prohibits the distribution of company literature at the course door unless the AUA Office of Education has granted prior approval. If you do so without prior approval, then the course may be cancelled and/or you will not be invited to participate in future AUA educational programs

The AUA does not provide paper copies of course presentations in the course rooms. Course materials will be available online.