Presentation Standards

Slide Deck and Teaching Materials
For each presentation, include the following:
1. Session Learning Objectives Slide
2. Faculty Disclosure Slide – place in second position in PowerPoint presentation
3. Copyright Slide – place in third position in PowerPoint presentation

Content
Summarize and cite relevant research publications / evidence-based sources
Focus on the proposed objectives, offering relevant “Clinical Pearls” or recommendations that learners can integrate and use in practice
Present content that is balanced and scientifically valid
Generic names should be used where possible in certified programs
If brand names are used, the brand name should appear in parentheses after the generic name. Every drug mentioned should be referred to in a similar manner.
Where relevant discuss both potential harms and benefits (for example, NNT, NNH, absolute and relative risk reductions)

Accreditation Requirements
Contact us with any proposed title or objectives changes
Share any real or apparent conflict(s) with the audience
Review the session learning objectives with the audience
Use interactive teaching techniques for at least 25% of the session time
Include references in all teaching materials (slides or handouts)
Include discussion about commonly encountered barriers to practice change

Incorporation of Evidence
Acknowledge when there is no evidence to support assertions or recommendations
Provide a rationale if using only one study, or a limited selection from available studies
Do not alter evidence to highlight one treatment or product
High quality evidence may come from systematic reviews/meta-analyses of studies (RCTs, cohort case control studies), or single, moderate-sized, well-designed RCTs or well-designed, consistent, controlled but not randomized trials or large cohort studies

Copyright
Presenters are responsible for ensuring that they comply with regulations made under the Copyright Act.
Any third party materials included in presentations must fall under educational exemptions in the Copyright Act, the fair dealing guidelines, institutional agreements, or have author permissions in place. The Copyright Office is available to assist and offer helpful guidance online and can review your slide deck or presentation materials.

The University of Calgary has a copyright policy, to which University Faculty members must adhere Acceptable Use of Material Projected by Copyright. You must instruct participants that learning materials are for individual use only and are not to be distributed.

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