# CIMVHR FORUM ICRSMV

## PowerPoint Requirements and Audio Visual Details for Podium and Symposium PowerPoint presentations

## CIMVHR FORUM

MONDAY, OCTOBER 19 - WEDNESDAY, OCTOBER 21
HALIFAX CONVENTION CENTRE
1650 ARGYLE ST.
HALIFAX, NS
B3J 0E6

CIMVHR
Canadian Institute for Military and Veteran Health Research

ICRSMV
L'Institut canadien de recherche sur la santé des militaires et des vétérans

## DUE DATES

**Due 1:00PM Eastern Time, Tuesday September 29: A final version of your PPT presentation, including all the required disclosure slides, learning objective slide, and reference slide(s) in the correct order, approved by all co-authors of the abstract.**

**Requests for minor amendments to your presentation (typographical errors) will be permitted until 1:00PM Eastern Time, Tuesday, October 6th.**

**Presentations will not be accepted after October 6th. You are welcome to view or test your presentation at the Forum by visiting the Presenter Support desk.**

All podium and symposium presentation information and required downloads can be found at: **https://cimvhrforum.ca/present/**. **Each presenter is responsible for reviewing all documents relating to their presentation.**

Please ensure your PowerPoint presentation follows accessibility guidelines:
**https://accessiblecampus.ca/reference-library/accessible-digital-documents-websites/clear-print-guidelines/**

## TO COMPLY WITH THE COLLEGE OF FAMILY PHYSICIANS OF CANADA (CFPC) REGULATIONS, EACH PRESENTER (INCLUDING THOSE WHO ARE NOT MEMBERS OF THE CFPC), IS REQUIRED TO:

### Declare Conflicts of Interest

At the beginning of your presentation, you must **verbally** notify the audience of any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the program.

### Include Disclosure Slides in each Podium Presentation

All presentations must include all 5 mandatory disclosure slides (see below) in English, in French or in both official languages. Disclosure slides can be found on the CIMVHR Forum presenter page (see link above).

### Slide #1, 2, 3

At the beginning of your presentation as slides 1, 2 and 3, the following slides are required:

1. Faculty/Presenter Disclosure
2. Disclosure of Commercial Support
3. Mitigating Potential Bias

### Slide #4: Learning Objectives and Slide

At the beginning of your presentation, you must **verbally** identify the learning objectives which must also be inserted into your presentation on slide #4. If you do not have any references, please place the required References slide at the end of your presentation with a note "Not Applicable" or "No References.

### Last Slide (Slide #5): References Slide

At the **end** of your presentation, please include any references to the evidence used to create the content in the presentation.

Please do not amend or amalgamate the 3 disclosure slides. All questions on the slides must be answered. Where you do not have a comment, please indicate "Not Applicable". For detailed information on how to complete the disclosure slides, please see the "Quick Tips" link below.

### There are no exceptions to the requirement of including all 5 disclosure slides.

Presentations that do not include all slides will not be accepted for presentation.

**Quick Tips for Speakers of Mainpro+® Certified Programs**

**https://www.cfpc.ca/CFPC/media/Resources/Continuing-Professional-Development/Speaker-Quick-Tips-ENG.pdf**

## USE OF BRAND AND GENERIC NAMES

**There must be evidence of the appropriate use of brand and generic names in CPD programs and associated materials.**

**Generic names should be used where possible in accredited 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.**

## FAMILY PHYSICIANS

If you are a family physician, please ensure that you follow the CMA Guidelines for Physicians in Interactions with Industry: **https://policybase.cma.ca/link/policy14454** and the Innovative Medicines Canada Code of Ethical Practices: **http://innovativemedicines.ca/wp-content/uploads/2015/06/IMC_Code_EN_Annotated.pdf**

## CDS OR DVDS AND USBS

CD, DVD and USB sticks **are not permitted** for use on CIMVHR Forum laptops.

## ACCEPTABLE FILE TYPES AND SIZE

PowerPoint is recommended (.PPTX file extension). For video, Windows Media Player and QuickTime are preferred. The preferred file extensions are .MOV, .AVI, .WMV, .MP4, .MKV. For Images, .PNG, .JPEG, .BMP files are preferred. Your slide deck should be in an aspect ratio of 16:9 (widescreen) to ensure best quality visual of the slides.
**Please make sure that you have presenter view enabled.**

## EXTERNAL LINKS AND EMBEDDED FILES

**Please do not use external links for videos or music files, as the internet connectivity in the venue is not guaranteed.**
Please embed all videos into your PowerPoint presentation as follows:
**https://www.youtube.com/watch?v=xRr9F1_NOGU**

## MAC USERS

For presenters who have created presentations using Mac products like Keynote or PowerPoint for Mac, please export your presentation to PowerPoint for use on a Windows O/S. As a back-up, we recommend that all Mac users bring their Mac product and VGA adapter which will allow them to connect to the projector cable directly in case there are issues with syncing or viewing embedded files in the Windows environment.

## LABELING PRESENTATIONS

Please label all PowerPoint presentations in the following format so that we can find them easily at the time of your session:
**Last name first initial_session number you are presenting in_Brief title of presentation_date of presentation.**

**Labeling Example: BlogginsB_1A03_Title_21Oct26**

Following the labeling instructions is an important step to ensure your presentation is uploaded to the correct session computer at Forum.

## UPLOAD PRESENTATIONS

Please upload your completed PowerPoint presentation(s) no later than Tuesday, September 29, 1:00PM Eastern Time to:
**https://ln5.sync.com/dl/3b8f7e8a0#9fhysrq9-dutz89wv-ps5ug9d4-n2c3efzh**

DWAN users may be blocked from submitting their presentations through the DWAN. Presenters are encouraged to submit their presentation from a non-DWAN computer prior to the due date, to ensure their presentation is submitted on time.

Please be aware that this upload folder is not viewable due to privacy and security reasons. Our AV Tech will be notified once your upload is successful, so you won't be able to see your presentation after it uploads.

Once your presentation has been uploaded, it will be reviewed for accuracy and content. Please allow for 2-3 business days to receive your confirmation of receipt or request for amendment (e.g. your presentation does not include the required information - learning objectives/disclosure slides etc.)

Should you have any questions or concerns, please contact Michelle Daigle at **michelle.daigle@queensu.ca.**

For any technical issues, please contact our AV Tech Keith at **avtech@cimvhr.ca**

## ANTI-HARASSMENT POLICY

CIMVHR Forum provides a harassment-free conference experience for everyone. Conference participants acting in a harassing way to organizers or other attendees may be sanctioned or expelled from the conference without a refund at the discretion of the CIMVHR Forum Planning Team:

**https://www.queensu.ca/secretariat/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure.**