PowerPoint Presentations:

There is no limit to the number of slides but strict cut-off times will be enforced (15-minute virtual presentation then 5-minute Q&A session). **The following slides are mandatory and should appear as ordered.** Slides 5 – 9 may need more than 1 slide to appropriately cover the topic.

1.) Title Slide

- IRB Status (lower left corner)
- Presentation Title
- Full Name
- Position (PGY1 Resident, PGY2 Resident, Fellow, etc.)
- Residency Program and Location

2.) Disclosure Statement (include the following)

- Full Name
- Conflict of Interest (stating that speaker has none)
- Sponsorship (that speaker received no funding to support their research)
- Propriety Information (stating that research is subject to different interpretation)
- Educational in Nature (that speaker agrees that their presentation abides by the non-commercial guidelines)

3.) Learning Objectives of Presentation

- Recommend to keep between 2 – 3 learning objectives
- Objectives should utilize the principles of Bloom's Taxonomy
  - Consider what you want the audience to know by the end of the presentation

4.) Pre-Test Questions

- These should be the same questions as your post-test questions (without answer or rationale) so the audience is aware of what they should be focusing on during your presentation.
- We suggest making at least one of the questions related to your study results.

5.) Institution

- General Institution Information
- Demographics (bed size, type of facility in relation to project)

6.) Background

7.) Methodology

8.) Results

9.) Conclusion/Discussion

10.) Post-Test Assessment Questions

- Two questions your audience should now be able to answer related to your learning objectives you have presented.

Formatting Instructions:

- All slides must be numbered.
- Save As a Windows PowerPoint 1997-2003 (.ppt) OR PowerPoint Presentation (.pptx) documents.
- File name should be saved as *lastname_sitename (i.e.: smith_hospital.ppt)*
    - *Due June 1st 11:59 pm PST*
- Page Set-Up: Open the File menu (in older versions) or
    - Click "Design" on the top toolbar
    - Click on the "Slide Size" drop down menu, then click "Custom Slide Size…"
    - Make sure "On-screen Show (4:3) is selected for "Slides sized for:"
    - Make sure the slide width is 10 inches and the height 7.5 inches
    - Make sure the orientation of the slides is set to landscape
    - Maintain at least a half inch margin space on each edge of the slide
- Use a slide template that is standard for PowerPoint.
- Font incompatibilities are the most common problem with presentations.
- Non-standard templates may not display properly.
- **Hyperlinks to or otherwise integrated other files (graphic, animation, videos, other programs, etc.) are not allowed as this causes compatibility issues.** Files that contain these elements will not be accepted.
- Easiest to read color schemes are a light background with dark lettering.
- Shy away from using red color for any text since it is difficult to read.
- Resident will be advancing his/her own slides since presentations will be given virtually this year.