**Educational Support Materials**

1. **Purpose**

Visual presentations, handouts and other educational support materials are essential components of quality continuing education. Providing such materials in advance of the meeting serves several purposes that are integral to the success of the educational event:

* Help the learner choose between the various educational sessions in order to identify those that best meet their needs
* Enable staff to provide attendees with concrete information about educational sessions
* Moderators use this information to coordinate sessions to avoid duplication of content and support objectives
* Peer review of content to ensure independence from commercial bias and valid continuing education content
* Support the learning process before, during and after the actual conference

1. **Educational Support Materials**

Presenters giving a formal lecture should submit a PowerPoint presentation (preferred by meeting attendees) and/or a Word document summary. Note: it is the faculty member’s responsibility to follow all copyright and fair use guidelines (see section IV. below).

**PowerPoint Presentation**

* Title slide to include lecture title, your name, institution, and location
* Disclosure slide (mandatory for all, if no relationships or off-label content to disclose, then indicate “none”)
* Learning objective(s)
* Reference slide

**Word Document Summary**

* Title page (no header) to include the lecture title, faculty name, institution, and location
* Disclosure information (mandatory for all, if no relationships or off-label content to disclose, then indicate “none”)
* Learning objectives
* Summary of key concepts
* References
* Single spaced; 11 point; Times New Roman
* Do not number pages or use headers or footers
* Limit to 5 pages total

**Problem-Based Learning Discussion**

The following should be included in a document that will be distributed approximately three weeks prior to the meeting via e-mail to registrants or at the door for late registrants:

* ~100 word core topic/case study
* several questions that may be covered in the session
* 4-6 references

**Workshops (all types and formats)**

Generally speaking, workshop formats vary and are interactive with minimal content to be presented via traditional lectures. It is the responsibility of the Education Planning Committee and session Moderators to identify the educational objectives, curriculum to be presented, and any specific faculty responsibilities regarding educational support materials

1. **Conflict of Interest Resolution**

If submitting a text submission only as a support material, a presentation may still be requested for peer review and conflict of interest resolution. The presentation will not be released as a course material without faculty approval.