

Presentation Checklist for Faculty

All PowerPoint presentations should:

- Have backgrounds and print that are easily readable.
- Have slides formatted to 16:9 (widescreen).
- Meet the following requirements to ensure a complete presentation.
- Include the edited title and learning objectives as they appear in your invitation email. Note the title(s) and learning objectives listed above have been edited to allow participants to more accurately assess their learning comprehension, for style, or to enhance grammar so it is important to update your slides accordingly.

Presentation(s) includes a title slide with:

- Session title (from acceptance email)
- Speaker name(s) and credentials
- Speaker's organization/institution

Presentation(s) includes a declaration statement on the disclosure slide.

- Non-Declaration Statement: I have no relevant relationships with ineligible companies to disclose within the past 24 months. (Note: Ineligible companies are defined as those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.)

OR

- Declaration Statement: I have relevant relationships with ineligible companies to disclose within the past 24 months. (Note: Ineligible companies are defined as those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.) Company name and type of financial relationship: LIST COMPANY & RELATIONSHIP

Disclosure slide(s) includes one of the following statements:

- AI Disclosure: Parts of this presentation (and/or its related materials) were generated using AI and are labeled as such, and the faculty have confirmed and validated this information.

OR

- AI Disclosure: No parts of this presentation (and/or its related materials) were generated using AI.

Presentation(s) includes a learning objective slide and the learning objectives used are the ***edited*** learning objectives.

The learning objectives should complete the following statement: At the conclusion of this session, participants should be able to:

Presentation(s) includes references.

Provide current, relevant, evidence-based references for the attendees for further study. References can be on a separate slide or included in the content slides.

Presentation(s) includes 3-5 take-home points.

List 3-5 take-home points that represent the most important pieces of information you want attendees to remember from your presentation.

If the presentation(s) includes a discussion of any unlabeled use or investigational commercial product, this is disclosed to the audience.

Unapproved use of an approved drug is often called “off-label” use. This term can mean that the drug is:

- Used for a disease or medical condition that it is not approved to treat, such as when a chemotherapy is approved to treat one type of cancer, but healthcare providers use it to treat a different type of cancer.
- Given in a different way, such as when a drug is approved as a capsule, but it is given instead in an oral solution.
- Given in a different dose, such as when a drug is approved at a dose of one tablet every day, but a patient is told by their healthcare provider to take two tablets every day.
- Source: Understanding Unapproved Use of Approved Drugs "Off Label"

Presentation(s) includes a slide with faculty contact information.

If you are comfortable with it, provide your contact information for the attendees.

General presentation content information:

- Faculty ensures the content is up to date, accurate, and grammatically correct.
- Faculty submits required copyright releases for all text, graphics, and photos taken from other sources and provides copies of the releases to AAPA.
- Faculty works to integrate information on health equity and health disparities into the presentation.
- Faculty works to integrate information on use of race and ethnicity into the presentation.
- Faculty ensures use of AI is documented correctly.