FMF Presenter Guidelines

Step 1 – Review and adhere to the following guidelines
Review and follow National Standards for support of CPD certified activities – new in 2018
Review COI Quick Tips, create Conflict of Interest Slides – Note: COI slides must be included and you must also indicate COI and mitigation strategy [verbally] at the beginning of your presentation
Review Mainpro+ Quality Criterion Scoring Framework - must be eligible for 1 credit per hour certification
Important: All 1 credit sessions will be certified as part of FMF. All credits will be reported automatically
Note: No changes are permitted to your session title, description or objectives once approved by the FMFC
Review FMF Speaker Code of Conduct
Complete and return Conflict of Interest Form for all speakers, moderators, facilitators to Deanne dmckay@cfpc.ca

Step 2 – Register for FMF
Registration for FMF is complimentary on the day of your presentation for the primary presenter only.
All speakers must register online by September 15th at https://fmf.cfpc.ca/registration/

Step 3 – Create and supply slides or handouts
Your colleagues in family medicine really appreciate having access to your slide deck and / or handouts!
Please send to dmckay@cfpc.ca in advance OR provide them onsite in the Speakers' Room
We will post them from Nov 1-Dec 15, 2018 and then they will be removed from our website and app
We appreciate your permission to include and share your materials on the FMF website and in the FMF app
Please do not include any copyrighted or promotional materials within your slides or handouts
Note: We do NOT print or distribute any printed materials. We strongly recommend online distribution only.

Step 4 – Bring everything on USB and show up onsite
Please bring all presentations and videos on a USB drive. We recommend all slides be created in a 4:3 format.
Check in at least one hour before your session starts in the Speakers' Room – MTCC South Building Room #606
Provide a copy of slides and permission to post, if applicable, when you arrive in the Speakers' Room.
Bring the USB to your session room 15 minutes before it starts and connect it directly with the in-room system.

Audiovisual (AV) equipment:
Standard AV in each room includes a laptop, projector, screen, speakers and hand-held mics for larger rooms. Note: there is very limited shared Wi-Fi only. It does not allow large downloads, or access to many internal networks or email servers. If you have a special request that is essential to your program, please send detailed explanation to dmckay@cfpc.ca by September 15th. We will review and assess any applicable fees within 15 days.

Timing:
Please adhere to the presentation time limit stated in your confirmation email. Please include or allow time for 25% interactivity throughout or at the end of your presentation. Please do not exceed your scheduled time. If your session exceeds 60 minutes please observe the scheduled breaks as this is the only time refreshments will be provided. Schedule: Break 9:30-10am, Lunch 12:15-1:30pm, Break 2:30-3pm. Breaks served in the Exhibit Hall.

Badge scanning and automatic credit reporting
All delegates will have their badges scanned when they enter a session and their credits will be added to their Mainpro+® accounts automatically within a few weeks of FMF. Exception: Credits for two- and three-credit-per-hour workshops will be entered by the participant once the post-session reflective exercise is completed.

Session evaluations
Please include the Session Evaluation Slide Template as the last slide of your presentation. Remind participants of your session number, title and complete in one of two ways: on the FMF Mobile App, under sessions or at fmf.cfpc.ca – a link will be available on the home page once we are onsite at FMF. Results will be shared after FMF.

Summary:
- Step 1 Review and adhere to all guidelines
- Step 2 Register for ALL days you will attend and / or present at https://fmf.cfpc.ca/registration/
- Step 3 Create and send slides and / or handouts in advance, if possible, to dmckay@cfpc.ca or allow us to copy and give permission to post when you arrive in the Speakers' Room
- Step 4 Bring your presentation, all videos, all downloaded content on a USB stick
- Check in at least one hour before in the Speakers' Room and 15 mins before in your session room
- Include and verbalize your COI slides, adhere to all Mainpro+ guidelines and the National Standard
- Remind delegates to scan their badges and fill out the session evaluation
- Contact Deanne McKay dmckay@cfpc.ca or 905.629.0900 ext. 473 if you have any questions

Thank you! We appreciate your commitment to family medicine education in Canada.

Sincerely,

Deanne McKay
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dmckay@cfpc.ca

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FMF Manager
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