



FMF Presenter Guidelines

Step 1 – Review and adhere to the following guidelines

- **IMPORTANT:** Once you receive the scheduled date and time of your session at FMF, please contact our office to confirm you are still available to present your session at FMF 2019 (dmckay@cfpc.ca)
- Review and follow [National Standards for support of CPD certified activities](#)
- Review [COI Quick Tips](#), create [Conflict of Interest Slides](#), [complete COI form](#)*
Note: COI slides must be included at the beginning of your presentation including a verbal statement of your COI and mitigation strategy
- Review [Mainpro+ Quality Criterion Scoring Framework](#) - must be eligible for 1 credit per hour certification
- Review [FMF Speaker Code of Conduct](#)
Important: All 1 credit sessions will be certified as part of FMF. All credits will be reported automatically

*Return [Conflict of Interest Form](#) for all presenters/co-presenters, moderators, and facilitators to Deanne dmckay@cfpc.ca

Step 2 – Prepare your presentation

- **Changes**
No changes are permitted to your session title, description or objectives once approved by the FMFC
- **Learning Objectives**
Activities, environment, and teaching techniques must be conducive to effective learning and support the learning objectives of the session
- **Interactivity / Engagement of Learners**
In order to meet Quality Criterion #2 of the Mainpro+ Certification Requirements, a minimum of 25% of your presentation should be conducted in an interactive manner

Here are some tips to enhance learner engagement and interactivity:

- Include activities that can be applied to participant' practices
- Ask for examples and case studies from your audience
- Smart phone-based data collection tools like 'Poll Everywhere' or audience quizzes are effective in gauging audience needs/understanding of topic
- Additional resources can be found here:
http://www.cfpc.ca/uploadedFiles/CPD/Mainpro_Maintenance_of_Proficiency/CPD_Providers_and_Planners/Focus_on_Interactivity_and_Reinforcement_of_LearningFINAL.pdf
- **Teaching Outside the Clinical Setting**
- In addition to tailoring the presentation to the stated learning objectives and perceived learner needs, the following resources are provided to assist in preparing techniques, strategies and materials for your presentation:
https://www.cfpc.ca/uploadedFiles/Education/For_Teacher/FTA_Teacher_Outside_Clinical.pdf
- **Other resources:**
<https://communities.cfpc.ca/committees~5/repository>

Step 3 – 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/>. Please note that it is your responsibility to remind your co-presenters to register for FMF. Co-presenters who are **non-family physicians** who are only attending FMF to assist with your presentation may obtain a guest pass for that session only. You must submit their full name, session name and Session ID via email to dmckay@cfpc.ca a minimum of 14 days prior to FMF. Advance approval is required.

Step 4 – Create and supply slides or handouts

Thank you for agreeing to submit your slides and handouts in advance! Your colleagues in family medicine really appreciate it! Please send to dmckay@cfpc.ca in advance OR provide them onsite in the Speakers' Room. We will post them upon receipt until Dec 15, 2019 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 5 – 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 16:9 format. Check in at least one hour before your session starts in the Speakers' Room – Room 102 Vancouver Convention Centre, West Building. Provide a copy of slides 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.

Recording:

The CFPC may record the presentation(s) and will retain exclusive use of the recording(s) on any CFPC authorized service for promotional and continuing professional development purposes. CFPC shall have the exclusive right to use such recordings.

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 Prepare your presentation
- Step 3 Register for ALL days you will attend and / or present at <https://fmf.cfpc.ca/registration/> and remind your co-presenters (if any) to register
- Step 4 Create and send presentation outline 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 at FMF
- Step 5 Bring your presentation, all videos, all downloaded content on a USB stick

Reminders:

- 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 fill out the session evaluation in the FMF app or at fmf.cfpc.ca
- Note: We will provide you with your full session evaluation results after FMF
- 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,

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