



## Virtual Family Medicine Forum Presenter Guidelines

### Step 1: Review and follow all guidelines outlined in the Family Medicine Forum (FMF) speaker resources.

Speaker resources are provided on the FMF website at <https://fmf.cfpc.ca/speaker-resources/>.

### Step 2: Submit your conflict-of-interest (COI) form to [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca) by the August 31st deadline.

The COI form is available at <https://www.cfpc.ca/CFPC/media/PDF/CFPC-COI-Form-2020-Final-English-AODA-FINAL.pdf>. All sessions are required to include a Faculty/Presenter Disclosure slide ([https://fmf.cfpc.ca/wp-content/uploads/2020/10/Session-Slide-Templates\\_ENG.pptx](https://fmf.cfpc.ca/wp-content/uploads/2020/10/Session-Slide-Templates_ENG.pptx)) for each presenter, and presenters must verbally declare their COI slides at the beginning of your presentation. Disclosures made on your COI form must match the disclosures made on your COI slides.

### Step 3: Register for FMF by September 12th (early-bird rates end).

All presenters and co-presenters must register **for the conference** at <https://fmf.cfpc.ca/registration/>.

Registration for FMF is complimentary for the **primary presenter only** for each day you present. You can easily upgrade to a four-day registration at a greatly reduced rate. Keep in mind you will have access to all content for 30 days post-FMF.

The primary presenter discount will be applied automatically to the checkout page of your registration.

### Step 4: Prepare your presentation.

- **Changes:** No changes are permitted to your session title, description, or objectives.
- **Timing:** Please adhere to the presentation time limit stated in your confirmation email.
- **Interactivity/engagement of learners:** A minimum of 25 per cent of your presentation should be conducted in an interactive manner. This includes any combination of polls, text-based Q & As, and live Q & As. **Note:** Please check the Pathable chat twice a week for **30 days after FMF** for new questions and respond to the participants.

### Step 5: Present live!

Please read through the document *Presentation Tips – Virtual Sessions and Events*: ([https://fmf.cfpc.ca/wp-content/uploads/2020/07/FMF-Virtual-Presentation-Tips\\_ENG.docx](https://fmf.cfpc.ca/wp-content/uploads/2020/07/FMF-Virtual-Presentation-Tips_ENG.docx)).

**All sessions, workshops, and free-standing papers will be presented live, virtually**—which means you deliver your presentation synchronously, in real time, from your location. This is the recommended method, as it allows the most current information to be presented, it is the most engaging format, and many attendees prefer the opportunity to attend live.

**Pre-recorded virtual sessions** will be offered only for extenuating circumstances on a limited basis for those with concerns about their Internet connection, bandwidth, or scheduling conflicts. This

requires your presentation to be ready approximately one month in advance. Your recording would be created from your office or home location in a two-hour time slot scheduled with our AV team.

All requests to pre-record should be directed to [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca) for review and approval.

**Step 6: Incorporate important slide templates.**

Please incorporate the Session Slide Template in your presentation ([https://fmf.cfpc.ca/wp-content/uploads/2020/10/Session-Slide-Templates\\_ENG.pptx](https://fmf.cfpc.ca/wp-content/uploads/2020/10/Session-Slide-Templates_ENG.pptx)).

**All sessions are required to include and presenters must verbally declare their COI slides, which are provided in the Session Slide Template.**

Remember to include a Faculty/Presenter Disclosure slide that includes all presenters.

**Reminder:** Disclosures made on your COI form should match the disclosures made on your COI slides.

**Certification and automatic credit reporting:** The College of Family Physicians of Canada (CFPC) will certify all one-credit-per-hour sessions as part of FMF. Attendance will be tracked at each virtual session and credits will be added automatically to individual Mainpro+® Holding areas within a few weeks of the end of the 30-day on-demand period.

**Recording:** The CFPC retains the exclusive right to record sessions at FMF. The CFPC retains the exclusive rights to use session recordings on any CFPC-authorized service for promotional and continuing professional development purposes.

**Session evaluations:** We will provide you with your full session evaluation results approximately eight weeks after the 30-day on-demand period concludes.

**Summary:**

- Step 1: Review all FMF speaker resources and adhere to all guidelines.
- Step 2: Submit a COI form for each presenter. Incorporate your COI slides into your presentation and remember to declare them verbally during your presentation.
- Step 3: Register for FMF—this includes all lead presenters and co-presenters.
- Step 4: Prepare your presentation and plan for interactivity.
- Step 5: Review the *Presenter Tips* document.
- Step 6: Incorporate important slide templates in your presentation.

Please contact Deanne McKay at [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca) or 905-629-0900 ext. 473 if you have any questions.