



FMF 2023: Complete Speaker Guide

Step 1: Submit your [Speaker Approval Survey](#) by **May 12th**

- Sessions are conditionally accepted pending completion of this survey
- Please complete only one survey per session

Step 2: Submit your [Conflict-of-Interest COI form](#) to dmckay@cfpc.ca by **August 31st**

- The primary presenter of each session is responsible for ensuring all co-presenters complete and submit a COI form

Step 3: [Register for FMF](#) by **September 15th** (early-bird rates end)

- Complimentary registration for the **primary presenter only** for the day you present
- All co-presenters, poster presenters, Big Ideas Soapbox, and free-standing paper presenters must register for the day they are scheduled to present and pay the daily registration fee
- Co-presenters who are **ONLY** attending FMF to present may request a ‘**speaker guest pass**’ by emailing Deanne, dmckay@cfpc.ca. Guest passes do not provide access to food and beverage or entry into the exhibit hall. Guest pass holders do not earn credits

Step 4: Prepare your presentation

- **Changes:** No changes are permitted to your session title, description, or objectives once accepted by the FMF Committee
- **Timing:** Please adhere to the presentation time limit stated in your confirmation email
- **Interactivity:** A minimum of 25% interactivity with polls, and/or live Q & A

Step 5: Incorporate [Mandatory COI slides](#) and verbal mentions

- All sessions are required to include COI slides and verbally declare your COI slides
- Disclosures made on your COI slides should match the disclosures made on your COI form
- Exception: Add any new COIs that occurred between submitting the form and presenting

Important Information:

Live Streaming: The CFPC may live stream some sessions at FMF. These will be accessible within a secured platform only to registered guests. FMF retains the right to use these recordings on any CFPC-authorized service for promotional and continuing professional development purposes. Recordings will not be distributed or shared outside of FMF/CFPC. Questions from live stream participants may be asked live by a moderator or shared with you via a chat tool or email after for your response (if applicable).

Recording: The CFPC retains the exclusive right to record sessions at FMF and to use these recordings on any CFPC-authorized service for promotional and continuing professional development purposes. Recordings will not be distributed or shared outside of FMF/CFPC. Questions from the on-demand audience may be shared with you via a chat tool or email after for your response (if applicable).

Certification: The CFPC will certify all one-credit-per-hour sessions as part of FMF.

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

Direct Credit Entry (DCE):

- All one-credit-per-hour sessions will be tracked and submitted on behalf of attendees
- Whether they attend in person, live stream or virtual FMF will submit on their behalf
- You are not permitted to suggest any other methods, this is automated for all attendees
- Credits will be uploaded, and certificates issued 6-8 weeks after on-demand concludes
- Exception: Credits for two- and three-credit-per-hour workshops will be entered by the participant once the post-workshop reflective exercise is completed

Links:

- Speaker Resources: <https://fmf.cfpc.ca/speaker-resources/>
- COI Form: www.cfpc.ca/CFPC/media/PDF/CFPC-COI-Form-2020-Final-English-AODA-FINAL.pdf
- FMF Registration: <https://fmf.cfpc.ca/registration/>

Summary:

- **Step 1:** Review all FMF speaker resources and adhere to all guidelines
- **Step 2:** Submit your Speaker Approval Survey
- **Step 3:** Submit a COI form for each presenter
- **Step 4:** Register for FMF
- **Step 5:** Prepare your presentation and plan for audience interactivity
- **Step 6:** Incorporate your COI slides and declare them verbally

On the day of your session, follow the steps below:

Step 1: Confirm your attendance and check in 1 hour before your session

- All speakers are asked to check in at the speakers' room at least one hour before their session starts
- The location and hours of the speakers' room will be provided to you at a later date

Step 2: Provide a copy of your slides and/or handouts

- If you have not already done so, please provide a copy of your slides and/or handouts via email to dmckay@cfpc.ca or you can provide a copy to Deanne in the speakers' room

Step 3: Arrive at your session room 15 minutes before the start time

- **VERY IMPORTANT!** You must bring all your presentation files on a USB; we do not upload any presentations in advance
- Please adhere to your schedule time limit. Include time for 25% interactivity throughout or at the end of your presentation. Please do not exceed your scheduled time

Step 4: We have volunteer session monitors on-site who will

- Scan attendees' badges to track attendance when they enter a session
- Contact onsite staff for any AV issues
- Close the door when the room is full to keep within facility capacity limits