



# FMF 2024: Complete Speaker Guide

## Step 1: Submit your [Speaker Approval Survey](#) by **April 15<sup>th</sup>**

- 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](mailto:dmckay@cfpc.ca) by **August 31<sup>st</sup>**

- 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 **August 31<sup>st</sup>**

- 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 and pay for the day they are scheduled to present.
- Co-presenters who are **ONLY** attending FMF to present may request a '**speaker guest pass**' by emailing Deanne, [dmckay@cfpc.ca](mailto: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 is required - polls, and/or live Q & A.
- **Accessibility:** Please strive to create an accessible slide deck. Try to use high contrast colours and maximum 6 lines of text, 6 words per line. Any bilingual slides should be sequential within the slide deck.
- **Bilingual slides:** If you wish to create bilingual slides, please include all text on one slide or alternate English and French slides in ONE slide deck.

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

- COI slides must be shown and verbally presented at the start of all sessions.
- Disclosures made on your COI slides should match the disclosures made on your COI form.
- Exception: New COIs (that occurred between submitting the form and presenting) should be added.

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

- Note: All slides must be in one slide deck, multiple slide decks are not permitted.

## 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 the live stream will be directly posted in a chat window within our secure live stream platform. All speakers will be granted access to this platform. Kindly visit your session chat promptly after your presentation to address any questions.

**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 the session (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.
- FMF will submit credits for in person, live stream, and on demand on attendees' 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: [cfpc.ca/CFPC/media/PDF/CFPC-COI-Form-2020-Final-English-AODA-FINAL.pdf](https://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

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

- **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.

### **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](mailto:dmckay@cfpc.ca) or provide a copy to Deanne in the Speakers' Room.
- All slides must be in one slide deck, multiple slide decks are not permitted.

### **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.