



# 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 & submit handouts to [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca) by **Oct 1<sup>st</sup>**

- **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.
- **Slides or Handouts:** FMF attendees greatly appreciate having a copy of the slide deck or a simple handout to reference in advance of the presentation that will be shared via the FMF app. Please provide a copy of your slides and/or handouts via email to [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca). You are still required to bring these with you on USB on the day of your presentation.
- **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.
- **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.
- **Inclusivity:** You are required to avoid discriminatory, biased, oppressive and outdated language and images in your presentation. Please also use gender-neutral language, as applicable. Presenters are expected to provide a safe, inclusive and productive learning opportunity.
- **Patient-Perspective:** Incorporate and consider patient / caregiver perspective in your content, highlight specific challenges faced by diverse patient populations.

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

- **Diversity:** Include concepts or case studies with respect to equity, diversity, and inclusion. Consider perspectives from various cultural, social, and demographic backgrounds in your presentation. As well as diversity of practice setting where family physicians work, considering urban, rural and suburban contexts.

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

## **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**

- Please come to the Speakers' Room and have a copy of your final slide deck on USB for the AV tech, your USB will be plugged directly into the in-room computer.
- 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.

## **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 submit your handouts
- **Step 6:** Incorporate your COI slides and declare them verbally