

FMF 2025: Complete Speaker Guide

Important Dates & Deadlines

- ✓ **Speaker Approval Survey Deadline:** **Monday, April 14**
- ✓ **Conflict-of-Interest Form (COI) Deadline:** **Monday, September 1**
- ✓ **Speaker Registration Deadline:** **Monday, September 1**
- ✓ **Submit Slides & Handouts Deadline:** **Monday, October 13**

Step 1: Submit Speaker Approval Survey

- **Deadline to submit:** **April 14** | [Click here to complete the survey](#)
- Sessions are conditionally accepted pending completion of survey, submit one survey per session
- No changes are permitted to the session title, description, or objectives once accepted by the FMF Committee

Step 2: Submit Speaker COI Forms

- **Deadline to submit:** **September 1** | [Click here to submit COI forms](#)
- [Download the Conflict-of-Interest Form](#)
- The primary presenter is responsible for ensuring all co-presenters submit a COI form
- Ensure all files are clearly labelled to include your name
- **Labeling format example:** *CFPC COI Form_JohnDoe.pdf*

Step 3: Register for FMF

- **Deadline to register:** **September 1** | [Click here to register for FMF](#) ***Registration opens in July**
- The **primary presenter** will receive **complimentary registration** for the day of the session
- All other speakers including, **co-presenters**, and **presenters of posters, free-standing papers and Big Ideas Soapbox presentations** must **register and pay** for the day they are scheduled to present.
- Co-presenters **who are not a family physician & only attending to present their session** may request a **speaker guest pass**
 - Guest passes **do not** provide access to food, beverage or the Exhibit Hall
 - Guest pass holders do not earn credits
 - Guest pass holders are limited to the duration of the session
 - To request a guest pass, email Deanne: dmckay@cfpc.ca

Step 4: Submit Slides & Handouts

- **Deadline to submit slides & handouts:** **October 13** | [Click here to submit session materials](#)
- [PowerPoint Slide Template](#) ****COI disclosure slides are a requirement for all sessions****
- Ensure all files are clearly labelled to include the session ID and title
- **Labeling format example:** *SessionID_SessionTitle.pptx*
- **IMPORTANT!** Materials submitted in advance are ONLY uploaded into the FMF app. **FMF does not pre-load slides to session rooms in advance. Speakers MUST bring all presentation files on USB.**

Prepare Your Presentation

COI Disclosure Slide Templates (MANDATORY): All speakers are required to include the speaker disclosure slides in their presentation.

- Download slide templates: [PowerPoint Slide Template](#)
- 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)

Save Slide Deck on USB: FMF does not upload any presentations in advance, Bring your slide deck, and all videos on a USB drive. If your slides include videos, ensure they are embedded and in a common format (MP4). You will not be able to stream from an online source as Wi-Fi is available but may be unreliable. All slides & handouts that have been submitted in advance or provided on-site will only be uploaded to the FMF app.

Interactivity & Polls: A minimum of 25% interactivity is required (polls, Q&A, audience participation). Examples of polling software you can use in your presentation: [Slido](#), [Poll Everywhere](#) and [Mentimeter](#). Please make sure you know how to work the polls and test all polls in advance.

Accessibility: Presentation slides should be formatted in 16:9. Avoid small fonts, text should be at least 24pt for readability. Try to use high contrast colours and maximum 6 lines of text, 6 words per line.

Bilingual Slides: Bilingual slides should be sequential within ONE slide deck. You may also alternate English and French slides in one slide deck.

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.

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.

Session Evaluations: At the end of your presentation, please remind attendees to complete the session evaluation by scanning the QR code on the last slide. We will provide the primary presenter with your full session evaluation results after the on-demand period concludes.

Respectful Engagement Plan with First Nations, Inuit, and Métis Groups and Individuals: For sessions addressing health equity, the CFPC will designate at least one senior staff member to support the Q&A portion. A minimum of 60 days' notice is required to secure a volunteer senior CFPC staff to provide this support.

On the Day of Your Session

Speaker Uploads: All slides/handouts that have been provided in advance will be added to your session details in the FMF app. If you have not submitted a copy of your slides/handouts, you may do so at check-in in the speakers room.

Submit COI Forms, Slides & Handouts: [Click here to submit session materials](#)

Slides & Handouts: Please upload your final slide deck and/or any supplemental materials

Labeling format example: *SessionID_SessionTitle.pptx*

COI Forms: A completed COI form is required for all speakers

Labeling format example: *CFPC COI Form_JohnDoe.pdf*

Speakers Room:

- Speakers are asked to check-in at least 1 hour before their session to confirm attendance

Session Schedule:

- Arrive at your session room at least 15 minutes before your session starts
- Please keep track and adhere to your scheduled presentation time
- Sessions are scheduled consecutively, so maintaining the schedule is essential
- Remind attendees to complete the session evaluation by scanning the QR code on screen
- If you run out of time and questions remain unanswered, kindly invite attendees to follow up with you after the session

Presentation Setup:

- **VERY IMPORTANT!** You must bring all presentation files with you; FMF does not upload presentations into the session rooms in advance
- All slides must be within one slide deck, multiple slide decks are not permitted
- PowerPoint (.pptx) is the recommended presentation format
- The computers in the session rooms will be Windows-based PCs
- Slide presentation dimensions should be formatted as 16:9
- The recommended video format is MP4. If you are using another video format, save a backup on your USB in case there are any compatibility issues with the equipment provided in session rooms
- Most session rooms are open during breaks and lunch to test your presentation

Student & Resident Session Monitors will:

- Scan attendee 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 and fire regulation limits

Important Information

Speaker Code of Conduct: Please review and adhere to our [Speaker Code of Conduct](#). We ask speakers to ensure their language and presentation content are inclusive and aligned with our commitment to respect and diversity.

Session Recordings and Live Streaming: 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 will be shared with you via email after the session (if applicable).

The CFPC may live stream some sessions at FMF, sessions selected for live stream and/or on-demand will be contacted for permission. Recordings and live streaming will be accessible within a secure 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.

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

Direct Credit Entry (DCE):

- FMF will submit credits on behalf of attendees for sessions attended in person, via live stream, and on-demand
- Credits will be uploaded, and certificates will be issued 6-8 weeks after the on demand concludes
- Speakers are not permitted to suggest any other DCE methods, this is automated for all attendees
- Exception: The CPD organization is responsible for issuing certificates for:
 - 2-3 credit-per-hour workshops (discontinued in 2024, but previously certified programs can run until the end of 2025)
 - Certified Assessment Activities

Links:

- [Speaker Resources](#)
- [FMF Registration](#)
- [Submit COI Forms and Session Materials](#)