

# AUA 2021

SEPT 10-13

## GUIDELINES FOR YOUR POWERPOINT PRESENTATION

### Create Your Slides in a 16:9 Format

For the 2021 Annual Meeting, Speakers should create slides in a **16:9** format. This format allows speakers approximately 16% more viewable space and 183% sharper images than a standard 1024 x 768 4:3 formatted projector. Microsoft PowerPoint versions since Office 2013 default to the 16:9 format. For PowerPoint versions 2010 and earlier, you can verify your settings are correct by selecting the **Design Tab** at the top of your screen then **Page Setup** on the far left. You should then see a drop down menu for the Page Setup. Click the dropdown and select **On-screen Show (16:9)**. You may see black bars on your laptop screen depending on its resolution but rest assured, your presentation will completely fill the screen in the meeting room.

**For your convenience you can access 16:9 PowerPoint templates on the AUA2021 Website (under the Speaker Central tab).**

### What if My Presentation Is in the 4:3 Format?

If your presentation is in the 4:3 format you will see black bars on the side of the screen during your presentation. The A/V team will not “stretch” the slides to fill the screen. This is to ensure that your slides and their accompanying content (photos, videos, etc.) remain in their original format. The A/V team will have professionals in the speaker ready room during the posted hours to assist you during the event.

### Tips on Fonts and Typefaces

- Use a Sans Serif font (e.g., Arial or Verdana).
- Use at least a 24 point font.
- Use only one font in your presentation. To emphasize text, use a **different color** or **style** (bold or italics, but not both).
- For bullet points, use the 6 X 6 rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide.
- Do not use all caps except for titles. Start each line of text with an uppercase character.

### Other Design Tips

- Keep the background consistent.
- Keep the design clean, simple and uncluttered.
- Moving images or animations can distract the audience.

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## GUIDELINES FOR INSTRUCTIONAL COURSE MATERIALS

**ATTENTION COURSE DIRECTORS AND FACULTY: Deadline to submit course materials is July 16, 2021.**

### What are course materials and what are their intended purpose?

The course materials may not be the full presentation, rather they have been provided by the course director to highlight the main points of the talk and to clearly identify the take-home message of the session.

The course materials are designed to serve as an important tool in the overall experience of the course. We encourage course attendees to follow along using a laptop, tablet or mobile device.

Please Note: In our continuing effort to “go green,” print stations will not be available at the meeting.

### What should my course materials include?

- Slide #1 will be your title slide
- Slide #2 will be your disclosure slide – if you do not have anything to disclose, simply put “The presenters have no relevant financial relationships to disclose for this session.”
- Agenda/Outline: Order of topics/talks each faculty member will be presenting
- Session learning objectives

### Appearance:

#### Design

The design and items included in your course materials are up to your discretion, though we do ask that you keep the following suggestions in mind:

- *PowerPoint slides with dark or busy backgrounds will not print well. Dark text on light or no background*

*works best.*

- For ease of reading, try to keep all fonts to 12pt. or larger.
- Refrain from making slides too busy or overly crowded.
- Make sure all graphics and charts are legible.
- All materials submitted to the AUA will be converted to PDF and will include an AUA-designed exterior cover page listing the course title, course number, course director and faculty.

### Permissions:

All reprints used in syllabi must be accompanied by a **current (2021) copyright release**. (This does not include articles from the *Journal of Urology*® or the *AUA Update Series*.) Reprints without a release cannot be duplicated. Be sure to obtain a release for print and electronic media reproduction. Please include reprint permissions with your course materials. If you submitted an article for publication, then you need to obtain reprint permission for the article. **Note: The AUA will not pay fees for reprint permissions.**

**Personal promotional material is not permitted on course materials.** The Accreditation Council for Continuing Medical Education (ACCME) prohibits the distribution of company literature at the course door unless the AUA Office of Education has granted prior approval. If you do so without prior approval, then the course may be cancelled and/or you will not be invited to participate in future AUA educational programs

The AUA does not provide paper copies of course presentations in the course rooms. Course materials will be available online.

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## GUIDELINES FOR HANDS-ON SKILLS TRAINING MATERIALS

**Mutual Goal:** Develop education that provides a great participant experience.

The following guidelines result in higher evaluation marks, better communication of the educational content to attendees and CME compliance.

**Hands-on skills training materials must be submitted no later than July 16, 2021.**

### What are skills training materials and what is their intended purpose?

Skills training materials are provided by the Faculty to highlight the main points of the talk and to clearly identify the take-home messages of the course. They are designed to serve as an important tool in the overall experience of the skills training. We encourage skills training attendees to follow along using a laptop, tablet or mobile device.

### What should my skills training materials include?

- Slide #1 should contain the presentation title and your name with credentials.
- Slide #2 should contain your disclosures – list commercial relationships relevant to your talk. If you do not have any- thing to disclose, simply put “I have no relevant financial relationships to disclose for this session.”

### Content Guidelines

- Presentations should not contain a discussion of financial, coding or reimbursement implications, with the exception of presentations that directly pertain to such topics.

- If images, drawings or cartoons are included, indicate permission to use them.
- If research data is included, cite the source.
- Present a balanced view of therapeutic options. Use generic names when speaking about technologies, programs, products, devices, drugs and/or services.
- Brand names should only be used for clarification. For example, the first time you may list Sipuleucel T (Provenge), but for following occurrences you should only use Sipuleucel T.
- If one brand name is used, all brand names must be included to ensure the program is balanced.
- Avoid abbreviations, unless you are sure all attendees know what they mean.

### Content Review

The AUA is accredited by the ACCME and as a CME-accredited course, this program and all faculty disclosures are subject to review by the AUA Conflict of Interest Work Group. The group's mission is to assist the Office of Education in the review of content to ensure the highest quality continuing medical education that is scientifically valid and free of bias or promotion. To meet this mission, your final PowerPoint slides and/or

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## GUIDELINES FOR HANDS-ON SKILLS TRAINING MATERIALS, CONTINUED

presentation materials are required to be submitted to the Office of Education not later than July 16, 2021.

### Appearance Guidelines

The design of your skills training materials is up to your discretion, though we ask that you keep the following suggestions in mind:

- PowerPoint slides with dark or busy backgrounds will not print well. Dark text on light or no background works best.
- Refrain from making slides too busy or overly crowded.
- Slides must be created in 16:9 format.
- No more than 6 sentences per slide; No more than 6 words per line.
- Only introduce one idea per slide.
- Keep to a maximum of 6 bullets per slide.
- To emphasize text, use bold, italics or a different color, but not all.
- Avoid all-caps, except possibly for titles. Start each line of text with an uppercase character.
- Use a readable font (preferably Arial, Tahoma, Veranda) and standardize the font throughout.
- Recommended font sizes:
  - Main Title: 48-54 points
  - Slide Title: 36-44 points
  - Body Text: 24-36 points

- The slide title should be in the same position on all slides.
- Presentation should be proofread and free of spelling and grammatical errors.
- Make sure all graphics and charts are legible.
- Ensure that content fits correctly on each slide.
- Ensure that the number of slides is consistent with the time allocated for the presentation (approximate rule of thumb is 1 slide per minute of presentation).
- If your presentation(s) contains video content, please email your AUA coordinator with the number of videos contained in each presentation.

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