



PRESENTATION GUIDELINES

As per Royal College of Physicians and Surgeons of Canada accreditation guidelines, speakers at the 2019 COS Annual Meeting and Exhibition are kindly asked to review and adhere to the following accreditation criteria.

Disclosure

Any and all financial interest or “in kind” relationships with for-profit and/or not-for-profit organizations over the previous two years, regardless of its connection or relevance to the topics discussed or mentioned during this event, must be declared by the speakers, moderators, and members of the planning committee. Disclosure must be conveyed to the audience as a second slide as part of any presentation and stated verbally. The second slide should be displayed for an appropriate amount of time for participants to read. A disclosure slide template is available.

If a speaker or moderator intends to make therapeutic recommendations for medications that have not received regulatory approval (i.e. “off-label” use of medication), this must be disclosed to the audience.

Learning objectives

Please include the learning objectives for your talk in your slides. Learning objectives should be action-oriented and measurable, and should follow the sentence: “At the end of this session, participants will be able to” ...

Balanced information

If specific products, services or therapeutic options are mentioned, there should be a balanced presentation of the prevailing body of scientific information on that product or service or therapeutic options. If unapproved or off-label uses of a product are discussed, presenters must inform the audience of this fact.

Drug and device names

Drug, technology, device or product advertisements must not appear in any written materials, including but not limited to preliminary or final programs, brochures, **slides** or advanced notifications. Only generic names of medications, technologies and devices should be used, whenever possible. Use of generic names only or generic and trade names should be consistent throughout any presentation. If trade names must be used, balanced information across products should prevail and not reflect exclusivity and branding.



Peer Selling

Physicians should not engage in peer selling. Peer selling occurs when a pharmaceutical or medical device manufacturer or service provider engages a physician to conduct an activity that focuses on or is designed to enhance the sale of its own products.

Faculty of CPD events may intentionally or unintentionally engage in peer selling of products, tools, or devices if their presentations are not balanced, objective, and evidence informed. Therefore, your presentation/activity must **not** include:

- Product-specific materials
- Product endorsements
- Product logos or branding

Onsite AV

The aspect ratio for PowerPoint or Keynote presentations is 16:9.

The session room is equipped with standard audiovisual equipment and will include a head table, podium, microphone, floor microphones for questions. Podiums are equipped with both PC and MAC computers. Presenters can use either PowerPoint or Keynote, as both programs are available.

Special AV requests

If you require any special equipment or technology, please contact Cheryl Ripley, by Wednesday, May 15, 2019, at education@cos-sco.ca or 613-729-6779 x. 223.

AV assistance and uploading slides

1. Upload your PC or MAC presentation directly to: <http://cos2018.fmav.ca> before 1800 EDT on Wednesday June 12, 2019.
2. Include a disclosure of conflict of interest slide at the beginning of your presentation (templates are available).
3. Bring a back-up copy of your presentation to the meeting.
4. Check your presentation onsite in the Speaker Preview Room (Room 201C). Confirm that it has been received and is scheduled correctly.
5. If necessary, edit and revise your presentation the DAY BEFORE your scheduled talk and update with Speaker Preview Room. You may make changes up to 1 hour before the START OF YOUR SESSION.
6. Arrive at your session room 15 minutes before the start of the session and check in with the moderator.