**University of California, San Francisco**

**Office of Continuing Medical Education, School of Medicine, UCSF**

SYLLABUS GUIDELINES

Occupational and Environmental Respiratory Disease and Updates in Occupational and Environmental Medicine

March 9-11, 2017

#### SYLLABUS DEADLINE: February 24th, 2017

Please use the following information in preparing your syllabus materials. The syllabus serves as an important reference for our course participants and should reflect the actual content of the presentation. We encourage you to prepare your materials accordingly.

Course evaluations indicate that the most useful syllabus material consists of copies of slides from your intended presentation along with a bibliography or reference page indicating sources or related articles.

1) Title and Disclosure: All presentations must include a title slide as the first slide, followed by a disclosure slide as the second slide. The title should include the name of the lecture as well as the presenter’s name and title. The dislcosure slide should list any relevant relationships that were included on your Faculty Disclosure or “I have nothing to disclose” if there are no relevenat relationships requiring disclosure (*this is a CME requirement*). A PowerPoint template is attached.

2) Content: We encourage inclusion of an original copy of any key slides from your presentations, but request that these be kept to fifteen (15) or fewer pages per lecture. Do not include images that aid the visual presentation but are not needed for annotation by the attendees (these are unlikley to reporduce well and also raise copyright issues). Also, make sure to follow all HIPPA guidelines if applicable.

ABPM Slides:This course is being accredited by the American Board of Preventive Medicine (ABPM). As a condition of this accreditation, each presenter must include three (3) multiple choice questions at the end of his/her lecture that will assess the participants understanding of the material that was presented in the lecture. This will be set up using the Turning Point Audience Response System (ARS) by the conference AV team. PowerPoint slides for the ARS will be included in the printed syllabus. Please provide a separate answer key and refer to the “ABPM” attachment included with this email for further information.

3) **Reprints**: If any material you submit is copyrighted by other than the Regents of the University of California, you must obtain written permission from the copyright owner for reproduction. We suggest using www.copyright.com to obtain this permission.

4) **Format**: All margins **1-inch** wide for binding purposes. Use size **12** font unless requested otherwise, PowerPoint presentations will be formatted as handouts, 4 slides per page. Please do not number your pages.

5) **Identification**: Please be sure YOUR NAME APPEARS ON THE FIRST PAGE of your submitted material. **All presentations must include a disclosure slide** (this will also appear in the syllabus). Your first slide should include your name and title presentation and your second slide should be a DISCLOSURE slide. Refer to example attached. When you submit your syllabus, be sure to indicate the lecture title and course for which it is being submitted

6) **Deadline**: Deadline insures that course materials are ready when the course begins.

***Successful Speaker Guidelines***

* Use large font for PowerPoint slides.
* Keep talk within time limit--going over cuts into other speakers or lunch!
* Convey information with practical, evidence based-clinical value instead of describing research in detail.
* Don't over-pack lecture; attendees don't like to hear a two-hour lecture in 40 minutes.
* Use the same slides for your lecture and syllabus.

***PowerPoint Tips and Hints for UCSF Presenters***

**Colors:**

Using medium background colors such as blue or green is easier on the eyes. Carefully choose font colors that will contrast greatly with the background. A great color scheme such as blue background, white and yellow text will be more successful than a yellow background, black and red text. Do not ever use black text on a medium color background. You might be able to read the slide on your monitor, but it will not project well at all.

**Fonts:**

Use common, popular fonts and symbols such as Ariel, Tahoma, Times New Roman, etc. These fonts not only read better, but are also available in every version of PowerPoint and Word. Also avoid using small text (below 20 pt is not recommended). One good test for font size is to step away from your laptop monitor by about 7 feet; if you can’t read the text in your presentation in slide show mode, the font size is too small.

**Photos:**

Use compressed graphic files such as JPEGs instead of large files such as .BMP (bitmaps). Quicktime based graphic files (from a Mac) will not work in most PC based PowerPoint versions. Also do not copy/paste graphic into a slide; instead, use “Insert” at the top toolbar, choose “Picture”, then From File. Locate the file and insert into slide. Once there, it can be resized and moved around. These tips will make your overall presentation file size smaller, enabling it to download faster and operate quicker in slide show mode. 200 megabyte presentations with text and graphics are totally unnecessary.

**Videos:**

MPEG4 video files are more universal and transfer from computer to computer better than Windows Media Player and Quicktime files. PowerPoint for Mac will not work with WMP videos, and PowerPoint for PC will not support Quicktime files. MPEG4 videos will “mirror” easily between laptop and projector (same with Quicktime on a Mac), but WMP videos will not project from many late model PC laptops unless the local monitor is toggled off (maybe that is why you see a black box on the big screen instead of the video).

The most important tip for PowerPoint videos is that the actual video file **must** transfer with the presentation file when using another computer. Videos are not “embedded” in the presentation they are “linked” by a path created when making the presentation. Many presenters could not show their videos because the files were not available when using another host computer. A surefire way of insuring success is to create the presentation in a folder, also holding the video files needed for the slides. To transfer to another computer, copy the entire folder to your choice of portable media, then download the folder into the other host computer (open and run the presentation to make sure everything works.).