

Presenters must send their PowerPoint (PPT) presentation to the NW States Conference Planning Committee coordinators. The deadline and coordinator emails for PPT submission is posted on the [Conference website](#). **Late submission will not be accepted and all submissions are final.**

PowerPoint instructions:

All presentations will be preloaded onto Conference laptops/desktops in the presentation rooms. No additional equipment may be connected to the computer provided for presentations, and no personal laptops may be used for individual presentations.

Presentation overview:

Each presentation is limited to fifteen minutes plus five minutes for questions from the audience. All presenters will use “Basic” PowerPoint. Please review the format instructions carefully.

Guidelines for developing your PowerPoint slides:

Format Instructions:

1. File **MUST** be submitted as a PowerPoint (.ppt or .pptx). Files submitted in other formats such as .pdf will be rejected
2. File name **MUST** be saved as **lastnamefirstinitial.ppt** (i.e. SmithJ.ppt).
3. Slide Design
 - a. Use a PowerPoint slide template with standard fonts
 - b. Font incompatibilities are the most common problem with presentations. Non-standard templates often contain fonts not present on the presentation laptop, and your slides will not display properly.
 - c. Hyperlinks otherwise integrated files (graphics, animation, videos, polling software, etc) are not allowed as this will cause incompatibility issues.
 - d. The slide color scheme that is easiest to read is a light background with dark lettering
 - e. Avoid using red color for any text since it is very difficult to read

Slide Layout: Your slides must be in the following order and include:

- Slide 1 – Title Page
 - IRB status – pending, received, exempt, or not needed/no human subject data (lower left corner)
 - Presentation Title
 - Your full name
 - Positions (PGY1 Resident, PGY2 Resident, Fellow, etc)
 - Residency Program Title & Location
- Slide 2 – Disclosure Statement (ACPE requirement)
 - Full name
 - Conflict of interest (stating that speaker has none if that is the case)
 - Sponsorship (that speaker received no funding to support their research)
 - Propriety information (stating that research is subject to different interpretation)
 - Educational in nature (that speaker agrees that their presentation abides by the non-commercial guidelines)
- Slide 3 – Learning Objectives
- Slide 4 – Institution
 - Institution information
 - Demographics (e.g. bed size, type of facility in relation to project)
- Slide 5 – Three Pre-Test Assessment Questions
 - Questions must relate to the objectives
 - Multiple choice preferred over True/False
- Slides 6-X – Can be in any order depending on the nature of your presentation and project, may include:
 - Study Objectives
 - Research Background
 - Research Methodology
 - Research Results
 - Conclusion
 - Discussion
- Last slide – Three Post-Test Assessment Questions
 - Same as Pre-Test and now answers are reviewed

Evaluations:

All presentations will be formally evaluated. Attached is a sample evaluation form to assist in preparing the presentation. Knowledge of the process should eliminate some of the questions that often arise regarding style, content, and delivery. The evaluation process is designed to provide feedback to the residents and fellows about the style and content of the presentation. This information should be valuable in preparing and giving future presentations.