**PowerPoint Presentation Checklist**

**Guide for Planning Committee and Designated PowerPoint Reviewers**

**Please check slides for the following:**

* **Relevant disclosure and resolution slide.**

Speakers must begin their presentation with a disclosure slide that includes the following:

* This statement: **Under Accreditation Council for Continuing Medical Education (ACCME) guidelines, disclosure must be made regarding financial relationships with commercial interests within the last 12 months;**
* The speaker’s name
* All relevant commercial interests, including the name of the commercial interest, the role the speaker has with the commercial interest and what type of financial interest is involved.  If there is no commercial support, the disclosure slide must include the following statement: **I have no relevant financial relationships or affiliations with commercial interests to disclose.**
* **Discussion of off-label or investigational use of drugs, therapies and/or devices.**

If the presentation contains discussion of off-label or investigational uses of drugs or medical devices, the audience must be advised/informed. A disclosure slide must be added to the presentation.

* **Make sure all recommendations are based on evidence and are accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.**

✓ All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.

* **All scientific research referred to, reported, or used in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.**
* **Copyright infringement.**

It is the responsibility of the presenter to obtain written permission for print inclusion of material including photographs that is under copyright (©) protection. You must include the correspondence showing you have received permission.

* **Commercial bias – presentation should give a balanced view of therapeutic options.**

Presentations must be free of commercial bias for or against any product. Speakers must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality.

* **Advertising, logos, trade names and product-group messages.**

If CME educational material or content includes trade names, trade names from several companies should be used where available, not just trade names from a single company.

* **HIPAA violations.**

Make certain your presentation/materials do not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA), unless you have appropriate authorization. You must provide such authorization upon request of the CPD Office.

* **Properly defined acronyms and abbreviations.**

When using acronyms and abbreviations, please provide the definition on the first reference.

* + Example: ACCME (Accreditation Council for Continuing Medical Education)