

Syllabus FAQ

What is a syllabus?

The syllabus is commonly the printed version of your slide presentation. For many sessions, the syllabus is made available to attendees to use as a guide during your presentation. The syllabus is designed to reiterate the main ideas of your presentation and reinforce the data provided in your talk.

Why do I need to submit a syllabus?

The syllabus plays a vital role in the overall educational experience of the attendee. They may be used to help determine how the information will be relevant and useful in their clinical practices and/or research. While listening to a lecture, the syllabus has proven to be an invaluable guide for note taking and referencing key points. After your lecture, the syllabus may be used to recollect the details of your presentation that may have become confused in a stream of data.

The syllabus also serves as a tool for reconciling bias. Staff and session coordinators will use this information to help resolve perceived bias identified in the disclosure of commercial relationships.

Please be mindful of the significance of this tool and consider the needs of your audience when preparing the details of your talk.

What should my syllabus include?

- **Slide #1 must be your title slide.**
- **Slide #2 must be your disclosure slide.** Your disclosure statement should list any commercial relationships relevant to your specific talk.
- **Slide #3 must be your evidence based medicine (EBM) slide.** You are required to list no more than three (3) key references supporting the primary points of your talk.
- **Do not include product/ brand names and logos in your presentation.** Only scientific/ generic names are acceptable for referencing PhRMA products.
- **Company or commercial logos are not allowed anywhere in your slide presentation.** However, institution and organization logos are allowed in the body of your presentation.

What should my syllabus look like?

Meet the Professor, Workshop and pre-conference course syllabi will include your slide presentation and any handouts converted to PDF. Your slide presentation will be converted to PDF and printed six slides per page in grayscale only.

All other syllabi will be created by converting your slide presentation (as submitted on site) into a PDF. Syllabi PDFs will consist of two slides per page and will be in full color as they will be accessible to registered attendees online in **My Annual Meeting**.

See the **Syllabus Tips** section at the end of this document for tips on how to format your syllabus.

NOTE: *If you do not want certain parts of presentation to be published as part of the syllabus, it may be necessary to prepare a slide set to serve as your syllabus and another to be used during your talk. However, be mindful that the syllabus should follow very closely with your live presentation.*

How should I format my syllabus?

- **Acceptable formats are PowerPoint® and Word®.**
- **Limit your syllabus to 80 slides or 20 document pages** (with key references).
- **Prepare each slide with black text on white background** (including graphs and charts). Actual on-site presentations may include color.

NOTE: *Slides will not be accepted as PDF. However, other documents (e.g. scanned or Word® documents) may be submitted as PDFs.*

When is my syllabus due?

Monday, September 17, 2012 is the deadline to submit Meet the Professor, Workshop and pre-conference course (excluding basic research conference) syllabi. This time is needed to resolve commercial conflicts and make syllabi available to attendees prior to the meeting.

On site (3 hours prior to your session) is the deadline for all other syllabi. You should bring a copy of your slides on flash drive or CD-ROM to the Speaker Ready Room at least 3 hours prior to your talk.

NOTE: *You are welcome to make minor changes to your presentation up until the day of your presentation. However, your syllabus should very closely follow your on-site presentation.*

How should I submit my syllabus?

Meet the Professor, Workshop or pre-conference course (excluding Basic Research Conference) should be submitted via your online speaker agreement using the syllabus upload feature. It designed to allow you to upload your syllabus to a secured location for review. You will be provided with a user login and password to access this site. In addition, you will receive email notification(s) instructing you on how and when to submit your syllabus beginning one month prior to the submission deadline.

All other syllabi will be created on site in the Speaker Ready Room. Bring a copy of your slides on flash drive or CD-ROM to the Speaker Ready Room at least 3 hours prior to your talk.

How will my syllabus be distributed?

Meet the Professor, Workshop or pre-conference course (excluding Basic Research Conference) syllabi will be printed and distributed on site to attendees registered for your session or course.

All other syllabi will be made available online during and following the meeting in **My Annual Meeting**.

Presentation Preparation FAQ

What is the purpose of my presentation?

Your presentation is designed to inform and instruct. Ultimately, the audience should be able to comprehend and recall the key points of your talk.

More intimate settings such as Workshops and Meet the Professor sessions, offer a customizable setting for learning. Such sessions allow the presenter to engage the audience and structure their time to encourage demonstration, questions and one on one exchange of data.

Large settings, where multiple speakers are presenting data in a small amount of time, do not allow for discussion or elaborate demonstrations. Therefore, the presentation should be concise, upbeat and engage as many of the senses as possible. Use your voice, humor, slides and the structure of your presentation to help sustain interest in the details of your talk.

Should I prepare visual aids and handouts?

Speakers are required to provide visual aids in the form of slide presentations in PowerPoint® format. You are not required to provide paper handouts. The ACR/ARHP will print syllabi for ticketed sessions only (e.g., Clinical Research Conference, Review Course, ABIM, Clinical Focus Course, Meet the Professors and Workshops). Speaker slide presentations will be utilized as syllabi/handouts for all other sessions and placed online.

What is the purpose of my visual aid (PowerPoint® slides)?

Typically, the goals of your visual aid are to:

- Promote interest and attentiveness during your presentation
- Clarify or emphasize key ideas and details
- Increase audience recall of presented information

Can I use Commercial References during my talk?

Do not reference company/ product brand names during your presentation. Only scientific or generic names should be used. However, if it is necessary to reference a commonly used brand name or product, the scientific or generic name should be referenced next to it.

Example: Acetaminophen (Tylenol)

What software formats are acceptable for my presentation?

- PowerPoint® 2010 or earlier version on the PC
- and PowerPoint® 2010 or lower on the Mac
- Operating System: Media should be PC Formatted
- Web Browser: Internet Explorer 6 SP-2
- Plug-Ins: QuickTime, Adobe Acrobat (newest version)
- Video Playback: Windows® Media Player; QuickTime
- PDF Reader: Adobe® Acrobat (newest version)
- Unix Users: Bring HTML Files or Adobe® Acrobat (newest version)

NOTE: Mac presentations must be converted to PC format in the speaker ready room because all presentations in the rooms are done on PCs.

***Quick-Time users:** Due to additional processing time presentations must be submitted to the Speaker Ready Room AT LEAST 24 hours in advance.

What should my PowerPoint® sides include?

As with the syllabus, your slides should have the following format:

- **Slide #1 must be your title slide.**
- **Slide #2 must be your disclosure slide.**
Your disclosure statement should list all commercial relationships relevant to your specific talk.
- **Slide #3 must be your Evidence-based Medicine (EBM) slide.**
You are required to list three (3) references supporting the key points of your talk. This is separate from any footnotes or bibliography that you may want to include.
- **Do not include product/brand names and logos in your presentation body.** However, institution logos (i.e., non PhRMA related logos such school names, associations and government agencies) are allowed in the body of your presentation.

How many slides should be used during my talk?

As a general rule, no more than one to two slides should be used for every minute of your talk.

Can I use color in my PowerPoint® presentation?

Unlike your syllabus, you are encouraged to use color, graphics and even brief videos in your on-site presentation materials. Here are some tips:

- Use a color pallet of five or fewer colors
- Use dark text on a light background for presentation in a bright room (*generally small group setting*)
- Use light text on a dark background for presentation in a dark room (*generally large group setting*)

See the **Presentation Tips** section at the end of this document for tips on how to format your presentation.

Should I bring my PowerPoint® presentation with me?


Yes, you should bring your presentation with you on a zip drive, CD-ROM or Memory Stick. Please see “Onsite Instructions” for more details.

Will my presentation be available to attendees?

Yes, your presentation will be made available online in the form of a syllabus during the meeting to registered attendees only. In addition, your session will be recorded as part of **SessionSelect** and made available to attendees following the meeting.

NOTE: If you do not wish to provide your syllabus to registered attendees, you may submit an alternate syllabus removing all data that you do not wish to be made available.

Syllabus Preparation Tips



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EXAMPLE

Syllabus

A Guide to Effective Syllabus Preparation

SLIDE #1 should be your title slide.
This slide should include the title of presentation and identify the speaker name(s) and affiliate institution(s).
No commercial logos are allowed on this or any other slide.

John D. Smith, MD
American College of Rheumatology



Disclosure

SLIDE #2 should contain your disclosure statement.
Use as many subsequent slides as needed.


EXAMPLE

I have no relevant financial relationships to disclose.

OR

I have the following financial relationship(s) to disclose:

- Roche – Speaker’s Bureau, Consultant
- Pfizer – Consultant, Stock Ownership



Evidence Based Medicine (EBM)


SLIDE #3... should contain your 3 key references.
Please note that you should properly reference quotes or information where necessary throughout your document or at the end.

EXAMPLE

Clinical Data Published in a Scientific Journal: Winkel LPF, Van den Hout MP, Kamphoven JHJ, et al. Enzyme replacement therapy in late-onset Pompe’s disease: a three-year follow-up. *Ann Neurol* 2004;55:495-502.

Expert Opinion: Amato AA, Griggs RC: Dragons, unicorns, polymyositis, and other mythological beasts [Editorial]. *Neurology* 2003;61:288-290.

Review Articles: Amato AA, Barohn RJ. Idiopathic Inflammatory myopathies. *Neurol Clin* 1997;15:615-648.




Beware of...

Product/Brand Names and Logos

Only scientific or generic names are acceptable for referencing PhRMA products. Product logos and slogans should not be used.

If a common name must be used, reference the scientific name next to it.

EXAMPLE Acetaminophen (Tylenol)




Stay on Point

Your slides should:

- Promote interest
- Clarify or emphasize ideas
- Summarize the key points

The goal is to increase audience recall of presented information.




Lay It On!

But Not Too Heavy

Avoid overcrowding. Font on a 2" x 2" slide should be readable without magnification (no smaller than 18 point, however 24 point is preferable).

Avoid using too much text. Include only necessary text and arrange it on the page with other graphics or lettering for emphasis.



Syllabus Preparation Tips

Keep it Simple

- Convey only one main idea per slide.
- Express ideas in as few words as possible.
- Use several simple slides, instead of one complex slide to convey points.
- Use no more than 1 - 2 slides per minute.



Design Tips

- Utilize white space for extra impact.
- Use both capital and lower case letters. All caps can be difficult to read.
- Utilize bold, italics, underline, font size and bullets for emphasis.
- Avoid long columns, figures or big tabulations.



Color and Graphics

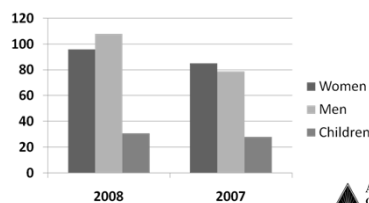
- Use dark text on white background.
You may use a different background for the slides used during your presentation.
- Try to use no more than three colors as your primary color palette.
- Use black for axes on graphs.
Try using various shades of gray or textured shades for delineation in graphs.



Charts and Graphs

EXAMPLE

	Women	Men	Children
2008	96	108	31
2007	85	79	28



Remember...

It is all about the experience.

Handouts play a critical role in the attendee experience. Attendees rely on handouts to utilize the information you provide in their personal practices or research.

Your handouts should:

- *Reiterate the essentials of your talk.*
- *Follow your presented slide set closely.*



Additional Resources

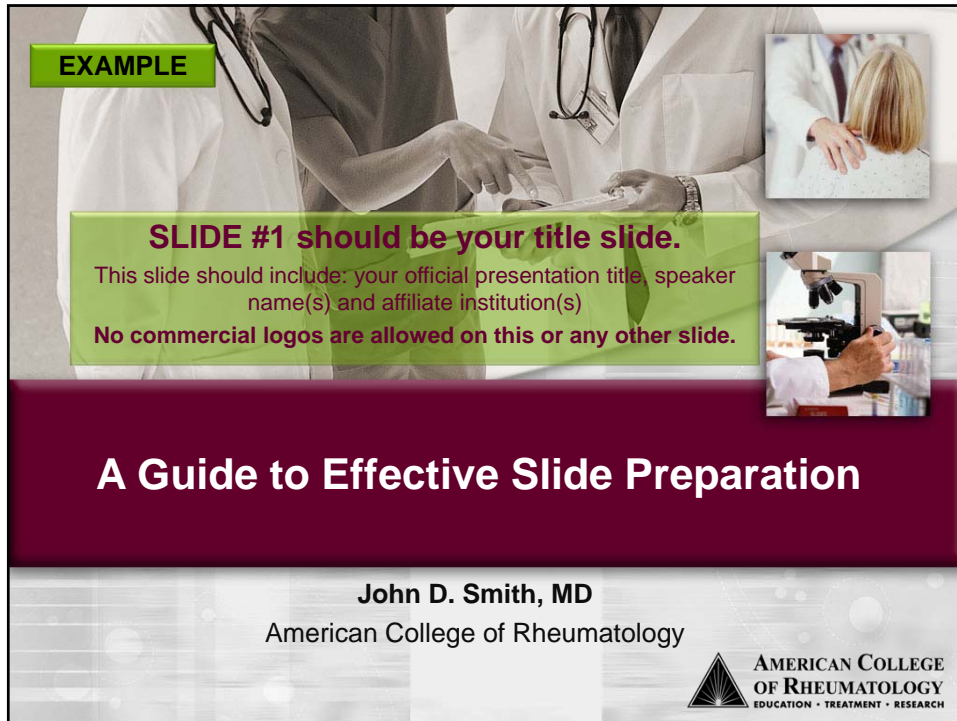
Bibliography:

Website: Tips for Effective Slide Presentation; Dr. Shaun D. Black and Mr. Pete Walker III, University of Texas Health Center at Tyler; July 11, 1997
<http://psyche.uthct.edu/shaun/SBlack/slides.html>

Consider additional resources:

Book: "Writing and Presenting Scientific Papers"; Birgitta Malmfors, Phil Garnsworthy, and Michael Grossman; ASAS Headquarters Office; Phone 217/356-9050, FAX 217/398-4119, E-mail: asas@assoqh.org.






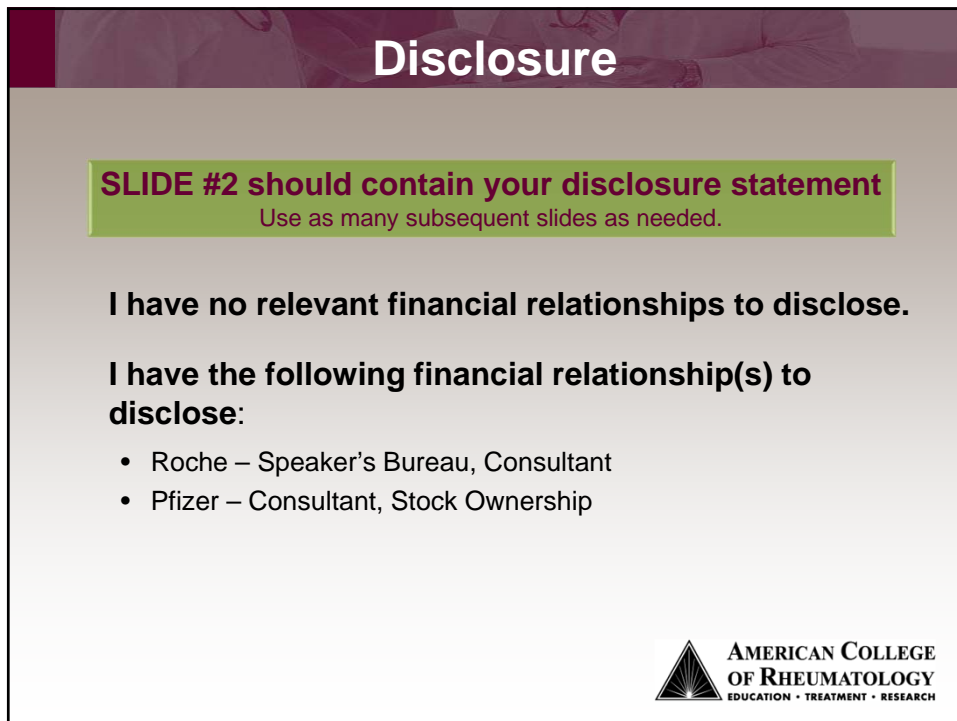
EXAMPLE

SLIDE #1 should be your title slide.
This slide should include: your official presentation title, speaker name(s) and affiliate institution(s)
No commercial logos are allowed on this or any other slide.

A Guide to Effective Slide Preparation

John D. Smith, MD
American College of Rheumatology

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SLIDE #2 should contain your disclosure statement
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Evidence Based Medicine (EBM)

SLIDE #3... should contain your 3 key references

In addition, properly reference quotes or information where necessary throughout your document or at the end.

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Review Articles: Amato AA, Barohn RJ. Idiopathic Inflammatory myopathies. *Neurol Clin* 1997;15:615-648.



Beware of Brand Names and Logos

Do not use product/brand names or commercial logos in your presentation.

- Use scientific or generic names for referencing PhRMA products. Product logos and slogans should not be used.
- **Institution logos are permitted in your presentation.**

If a common product name must be used, reference the scientific name first.

EXAMPLE

Acetaminophen (Tylenol)



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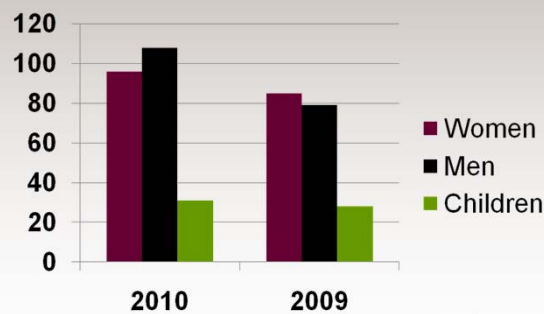
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Charts and Graphs

EXAMPLE

	Women	Men	Children
2010	96	108	31
2009	85	79	28



Acknowledgements

Contributors, such as colleagues or institutions, providing data used or useful in your research may be included on an acknowledgements slide.

However, acknowledgements are considered disclosures when identifying contributors who provide financial, product or service support (*i.e., commercial entities, government, non profit/not for profit organizations/institutions*).

Such sponsors or contributors must be identified on your disclosure slide(s).



Additional Resources

Bibliography:

Website: Tips for Effective Slide Presentation; Dr. Shaun D. Black and Mr. Pete Walker III, University of Texas Health Center at Tyler; July 11, 1997 <http://psyche.uthct.edu/shaun/SBlack/slides.html>

Consider additional resources:

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- Serve as the printed highlights and details of your talk following the meeting.

