



Presentation Rules

IMPORTANT INFORMATION...PLEASE READ CAREFULLY!

All speakers are required to provide a verbal disclosure announcement and disclosure slide to the audience at the beginning of their presentation. Speakers must make a disclosure even if they do not have any. The disclosure should also include a statement if the presentation includes an off-label discussion(s).

*****Macintosh® Presentation software will NOT be accepted*****

All presentations must use Microsoft PowerPoint® Software and be Windows 10® & Office 2016® (or newer) compatible.

To avoid font and graphic distortion on the day of your presentation it is **very important** that all Microsoft PowerPoint slides are saved properly. Please be sure to do the following prior to uploading your presentation upon arrival to MPRC.

OFFICE 2016

- 1) Open your presentation
 - 2) Click the "FILE" tab and then click "OPTIONS"
 - 3) In the left column, select the "Save" tab
 - 4) At the bottom, under "Preserve fidelity when sharing this presentation", select the "Embed fonts in the file" check box.
 - 5) Click "OK"
- After saving your PowerPoint slides as directed above, please name your presentation using the following format: (Doe,J_PPT)
 - Upon arrival to MPRC, you must upload your PowerPoint presentation to the appropriate laptop via USB-compatible flash drive. Additional instructions will be provided upon arrival to MPRC.
 - All presentations begin and end at their scheduled times. Each presentation may be up to 15 minutes in length. After 15 minutes, presenters will be stopped to allow 3 minutes of Q & A and 2 minutes to transition to the next speaker.
 - "5 minute" and "1 minute" reminders will be made visible to the speaker at the appropriate times. These reminders indicate that 5 minutes and 1 minute are left of their 15-minute presentation.
 - The presentation schedule will not be released until a week before the conference. One week prior to the conference all attendees will be able to view the presentation schedule on the MPRC website.
 - Evaluation forms will be available at the end of the conference.
 - Residents participating in the conference are expected to join other residents' presentations and participate until the last session on the last day of the conference.

OTHER INFORMATION

The host residency program is sponsoring the conference on a voluntary basis. They are sponsoring the conference because they are dedicated to post graduate pharmacy education. They are not professional meeting planners. The host residency program will be trying very hard to make the conference a success, but sometimes there can be glitches. They will work very hard to correct any problems if they occur.