

## **ISHP Podium Presentation Guidelines**

(Adapted from the 2020 Mountain States Conference Presentation Guidelines)

### **Presentation Requirements:**

We ask that each resident present their slides to preceptors and staff at their own health system with the intent of creating a slide set that would be NO MORE THAN 20 minutes long for live podium presentation via Zoom. Presentation slides are to be submitted to ISHP by May 1, 2020. Each 20-minute presentation will be followed by live 10-min Q&A session. Presentations should accurately and concisely describe the presenter's project. Presentations should be practiced with and approved by their project mentor(s) prior to submission online. The submitted file will be available in Zoom. PowerPoint slides cannot be changed after they have been submitted.

Files should be emailed to [ishpcontact@gmail.com](mailto:ishpcontact@gmail.com) or submitted via [this link](#) using the following naming convention: LastName\_TopicKeyword\_Institution.ppt (i.e., Berry\_Hyperglycemia Management\_EIRMC.ppt) and Presentation Slides in the subject line.

### **Slide Requirements:**

A FINAL draft of slides must be submitted electronically as a PowerPoint 2013 or earlier version by 11:59 PM Mountain Time on **May 1, 2020**. The content of the slides will include the following:

1. Title Slide: This will include the title of the presentation. It will also include the presenter's full name with credentials, the presenter's position (e.g., PGY1 Resident), and the name and location of the residency program.
2. Disclosures Slide: Include the following information in this order –
  - **IRB Status:** (e.g., Approved, Not Required, Exempt Status Approved, etc.)
  - **Co-investigators:** Name other researchers associated with the project
  - **Conflicts of Interest:** Note any relevant financial interests of any investigator in companies related to the research. Otherwise state *None*.
  - **Project Sponsorship:** Note any source of project/research funding other than from the organization for which the speaker works. If the project was not sponsored, state *None*.
3. Facility or Institution Slide: This slide will have the name of the facility or institution where the research was performed. It should provide relevant information describing the size of facility, populations served, or other information as it relates to the project. Photographs of the facility are not required, but are encouraged.
4. Background Slide(s): Pertinent information should be included on this slide that allows the audience to place the project in context of available published studies and the needs of the sponsoring organization.
5. Objectives Slide: Clearly state the objective(s) of the project.

6. Methods Slide(s): Succinctly describe the methods used to achieve the study objectives or find relevant outcomes.
7. Results Slide(s): Results should be shared for each objective listed on the objectives slide. These slides may include such information as demographics, qualitative or quantitative changes in study groups, results of surveys, etc. Tables, graphs and figures should clearly depict study results. For example, all figures should be titled. All tables and graphs should have axes clearly labeled. The information in tables and graphs should stand alone apart from the rest of the presentation to reviewers.
8. Discussion Slide: This slide allows the presenter to discuss a summary of the study and discuss any potential confounders to the study results.
9. Conclusion Slide: This slide should clearly state the conclusion(s) that should be drawn from the study or project results.
10. Next Steps or Future Directions Side (optional): This slide provides an opportunity for the presenter to describe how the project will affect patients, practice or policy at the sponsoring facility, institution, etc.
11. Questions and Contact Slide: Include contact information for the presenter in the form of an email or office number to contact the speaker if participants have further questions regarding the presentation or research. This slide will be the final slide shared with the audience.

#### Slide Formatting:

- The slide font should be consistent throughout the presentation. A sans-serif font such as Arial tends to display better in this format. Font size should not be smaller than 24 point for slide text.
- Slides with high contrast between text and background are recommended (e.g., black words on a white background).
- Slides should be proof-read carefully for grammar, spelling and other errors prior to submission. No adjustment to slides will be made by the Idaho Society of Health-System Pharmacists staff, and presenters will NOT be allowed to make adjustments to slides after submission.
- All tables, graphs and figures presented in slides should be produced by the speaker and not taken from other published documents without expressed permission of the original author/publisher. Permission must be documented on the slide.
- Published references to material on any slide should be documented on the relevant slide as a footnote with font not smaller than 14 point.
- Save your PowerPoint file with the following naming convention: LastName\_KeyWord\_Institution.ppt. (e.g., Berry\_Hyperglycemia Management\_EIRMC.ppt.)

## Handout Requirements:

Each presenter must create a 1-2 page handout for their presentation to share with their audience.

- The handout should contain the information provided on the title slide of the presentation including presentation title, presenter name, and institution name.
- It should clearly outline key information from the presentation on no more than 2 pages in a Word document.
- The handout should not be in form of a poster due to difficulty to read the content
- The handout should be carefully edited and approved by the project mentor(s) prior to submission with the PowerPoint slides.
- Save your handout as a PDF with the following naming convention: LastName\_KeyWord\_Institution.pdf. (e.g., Berry\_Hyperglycemia Management\_EIRMC\_Handout.pdf.)

Contact [ishpcontact@gmail.com](mailto:ishpcontact@gmail.com) with any questions you have about creating or submitting slides or the handout.