

# AUA 2022

## New Orleans

MAY 13-16



# GUIDELINES FOR HANDS-ON SKILLS TRAINING MATERIALS

**Mutual Goal:** Develop education that provides a great participant experience.

The following guidelines result in higher evaluation marks, better communication of the educational content to attendees and CME compliance.

**Hands-on skills training materials must be submitted no later than March 18, 2022.**

## What are skills training materials and what is their intended purpose?

Skills training materials are provided by the Faculty to highlight the main points of the talk and to clearly identify the take-home messages of the course. They are designed to serve as an important tool in the overall experience of the skills training. We encourage skills training attendees to follow along using a laptop, tablet or mobile device.

## What should my skills training materials include?

- Slide #1 should contain the presentation title and your name with credentials.
- Slide #2 should contain your disclosures – list commercial relationships relevant to your talk. If you do not have anything to disclose, simply put “I have no relevant financial relationships to disclose for this session.”

## Content Guidelines

- Presentations should not contain a discussion of financial, coding or reimbursement implications, with the exception of presentations that directly pertain to such topics.

- If images, drawings or cartoons are included, indicate permission to use them.
- If research data is included, cite the source.
- Present a balanced view of therapeutic options. Use generic names when speaking about technologies, programs, products, devices, drugs and/or services.
- Brand names should only be used for clarification. For example, the first time you may list Sipuleucel T (Provenge), but for following occurrences you should only use Sipuleucel T.
- If one brand name is used, all brand names must be included to ensure the program is balanced.
- Avoid abbreviations, unless you are sure all attendees know what they mean.

## Conflict of Interest Review

The AUA is accredited by the ACCME and as accredited educational activities, all instructional courses are subject to review by the AUA Conflict of Interest (COI) Work Group. The group's mission is to assist the Office of Education in the review of content to ensure the highest quality continuing medical education that is scientifically valid and free of bias or promotion. Your presentation may be selected for peer review, you will be notified by the AUA Office of Education if any changes are required.

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## GUIDELINES FOR HANDS-ON SKILLS TRAINING MATERIALS, CONTINUED

AUA Office of Education Staff also review presentations for compliance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education. Pursuant to this review, we may ask for more information or for you to make non-material, non-clinical changes to your presentation to comply with these requirements.

In deference of this review process, faculty are required to adhere to the presentation deadline of March 18.

### Appearance Guidelines

The design of your skills training materials is up to your discretion, though we ask that you keep the following suggestions in mind:

- PowerPoint slides with dark or busy backgrounds will not print well. Dark text on light or no background works best.
- Refrain from making slides too busy or overly crowded.
- Slides must be created in 16:9 format.
- No more than 6 sentences per slide; No more than 6 words per line.
- Only introduce one idea per slide.
- Keep to a maximum of 6 bullets per slide.
- To emphasize text, use bold, italics or a different color, but not all.
- Avoid all-caps, except possibly for titles. Start each line of text with an uppercase character.
- Use a readable font (preferably Arial, Tahoma, Veranda) and standardize the font throughout.
- Recommended font sizes:
  - Main Title: 48-54 points
  - Slide Title: 36-44 points

- Body Text: 24-36 points
- The slide title should be in the same position on all slides.
- Presentation should be proofread and free of spelling and grammatical errors.
- Make sure all graphics and charts are legible.
- Ensure that content fits correctly on each slide.
- Ensure that the number of slides is consistent with the time allocated for the presentation (approximate rule of thumb is 1 slide per minute of presentation).
- If your presentation(s) contains video content, please email your AUA coordinator with the number of videos contained in each presentation.

### Permissions

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