GUIDELINES FOR COURSE ON DEMAND PRESENTERS

These guidelines are provided for preparation and presentation of Courses on Demand at the 37th Annual ASRS Meeting in Chicago, IL.

GENERAL COMMENTS AND TIMING

Thank you in advance for presenting your work as a course on demand at the **37th Annual ASRS Meeting in Chicago**. Presenters in this category will be given the opportunity to provide a PowerPoint or Keynote presentation (90 minutes maximum) with voice annotation (MP4 format required) that will be offered to attendees, and later the entire ASRS, via various communication channels as an "on-demand" feature. The presentation will not be done as a live course but rather will be continually available to be viewed and cited as a vitally important part of the educational effort of the Annual Meeting.

AUDIO-VISUAL GUIDELINES AND DEADLINES

Specifications for preparing your presentation:

1. Your completed presentation must be received **in MP4 format** by **June 3**. Presentations that are not formatted as MP4s will not be accepted.
2. Maximum length of presentation is **90 minutes**. In response to member feedback, we ask that you break the presentation up into 30-minute segments so that it can be viewed in shorter sections at participants' leisure rather than all at once.
3. Please build your presentation using the 16:9 (widescreen) format aspect ratio.
4. **A financial disclosure slide must be included at the start of the presentation. You will be asked to revise and re-submit your course on demand if a financial disclosure is not included.**

CME REQUIREMENTS

In order to offer CME Credits for this enduring product, authors must submit one CME question per 30-minute segment with 4 distractors (answer choices A-D); a reason explaining why the correct answer is correct; and the single best bibliographic reference that corresponds to each of your CME questions. Please e-mail your CME questions and references and directly to stacy.kiff@asrs.org.

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Software Tips:

Tools available for recording and narrating your presentation via a screen recording application:

- Screenflow (Mac): http://www.telestream.net/screen-flow/overview.htm
- Snagit (Windows/Mac): http://www.techsmith.com/snagit.html
- Screencast-O-Matic (Windows): https://screencast-o-matic.com/
- Camstudio (Windows): http://camstudio.org/

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Please let us remind you that in accordance with ACCME criteria and guidelines, **all** speakers are required to disclose relevant financial relationship(s) or to disclose no financial relationships exist. Speakers with no relevant financial relationships are required to state such as part of their presentation. Also, any off-label uses of drugs or devices mentioned in your presentation or listed on your audiovisual aids need to be disclosed. The disclosure of financial relationships, as well as off-label uses of drugs or devices must be made in an **opening** PowerPoint/Keynote slide *prior* to your content slides **with adequate dwell time** on the slide, commensurate with the length of the text shown and with simultaneous verbal presentation of the first slide content. Speakers failing to follow this policy will not be allowed to participate.