Speaker Guidelines

ONLINE SPEAKER RESOURCES

To review all speaker resources, including schedules, presentation tips, PPT templates, EDI resources and more, please click here.

PRESENTATION FILES

- **All speakers are required to use the CRA ASM PowerPoint template for their presentation** (click here for presentation template)
- All presentation files (slide deck, and if applicable, video uploads and hand-outs) are required a minimum of **48 hours prior to presentation**
- Slide decks to be upload via this link (*password:* ***CRAasm2026***), and named in the following file convention: Program_Date_Session ID_Presenter last name_Speaker 1 or 2*_POLLING/VIDEO*
  *If applicable (Example: ASM_Feb 28_Great Debate_Smith_Speaker 2_POLLING)

PRESENTATION INFORMATION

- **Speaker Disclosures & Learning Objectives** must be provided at the start of all presentations (refer below for more information)
- **Audience polling** can be launched during an in-person or virtual presentation (polling questions with answer choices should be included in PPT slide deck)
- If you wish to do a pre-activity component to engage learners before the presentation or establish their level of understanding of your topic, please contact CRA (CRAspeaker@rheum.ca)
- **Video and audio files** can be supported; video/audio files must be supplied as a separate file when submitting PPT presentation (with a placeholder noted in PPT slide deck)
  - EXCEPTION: ASM workshop presenters should embed video/audio into their PPT slide deck
- In your presentation, please acknowledge your use of any copyrighted material and advise the CRA of any restrictions (copyright, permissions) that you may have placed on your presentation
- Speakers are not required to create hand-out materials; PDF hand-outs are encouraged (vs hard copies) and can be made available to session attendees should you wish
  - Residents' Pre-Course Presenters: As this program assists residents with Royal College exam preparations, the CRA requests that reference documents are provided to program attendees
- The CRA requests a digital copy of your presentation and related references (in PDF format) so that it may be archived on a secure, password-protected area of the CRA website (member portal) solely for educational purposes

It is important to keep to the presentation timeline to maintain the program schedule. Interactivity should be incorporated into the presentation and the session should contain significant and practical examples and case studies. To meet requirements of the Royal College of Physicians and Surgeons of Canada, accredited educational activities must have a minimum of 25% interactivity incorporated into each session. **Please allocate adequate time for Q&A in your presentation.**

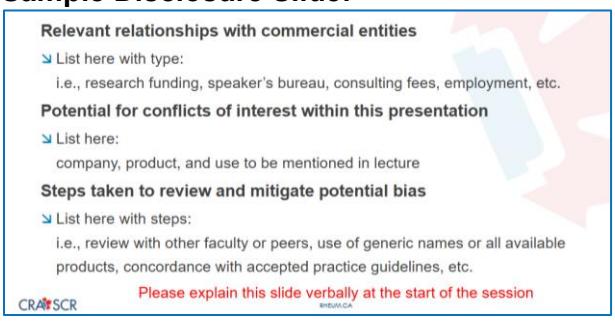
DISCLOSURE

- Speakers must adhere to ethical standards
- **A disclosure statement must be made at the beginning of your presentation** (2nd slide, view example); even if you do not feel you have any conflicts of interest. Conflicts may relate to research support received, clinical trial work, stock holdings, or other relationships with industry that may be perceived as potentially biasing your position as well as your presentation (all financial or 'in kind'

relationships encompassing the previous 2 years must be disclosed even if those relationships are not relevant to the subject being discussed)

- Accreditation guidelines require that speakers disclose any conflicts of interest they may have with the manufacturers of products mentioned in the presentation or with manufacturers of competing products
- Accreditation guidelines also require that generic rather than trade names should be used whenever possible. If specific products are mentioned, there must be a balanced presentation of scientific information on the product or services, and if reasonable, other treatment options
- Please inform the audience if unapproved uses of a product or device are discussed

Sample Disclosure Slide:



LEARNING OBJECTIVES

- **Learning objectives must be included at the beginning of your presentation** (3rd slide, following disclosures), some of your objectives may have been changed slightly due to accreditation requirements; use the final learning objectives posted online for your presentation
- Create learning objectives which motivate attendees to make changes to their practice
- Consider including questions in your presentation to get the audience thinking about how the presentation has changed their thinking (i.e. At the beginning of the session: What don't you know how to do? What are you not comfortable with? After the session: What are you going to change, attempt to change or stop doing?)

PROGRAM FORMAT

- **Annual Scientific Meeting** (ASM) is an in-person conference; content will be delivered in-person
- **RheumReview** is a virtual program; content will be delivered live and recorded to be made available for program delegates to access on-demand afterwards
- **Residents' Pre-Course**
  - Day 1 is a virtual program; content will be delivered live and recorded to be made available for program delegates to access on-demand afterwards
  - Day 2 is an in-person program; content will be delivered in-person

CONFERENCE THEME

This year's conference theme, **Shifting Tides: Embracing Change in Rheumatology**. With ongoing advances in research, evolving treatment strategies, and shifting models of patient care, we must navigate change with insight, agility, and innovation. Join us as we embrace new perspectives, challenge old assumptions, and shape the future of rheumatologic care—together.