



## Office of Continuing Medical Education

### Tips for Preparing Presentations for Online Use

#### What is the presentation for? Who is the target audience?

There are plans for your presentation to go on Texas Heart Institute's website so that others may obtain CME credit as well. Physicians and healthcare professionals throughout the world will be able to access the presentation. These tips will help to make this project successful for a wide audience.

#### How do I prepare my presentation in advance?

Please come prepared and follow these guidelines:

1. **DO cite all references** (in writing) in your presentation. Any material that you did not create must credit the source. This includes photos, charts, illustrations, artwork, and videos. **DON'T** include cartoons, photos, or any other copyright protected material unless the author gives you written permission to use it. **If items are not copyrighted and/or referenced, they may be removed from the final product. In addition, please note that you should not use a large amount of material from a single source (more than 5-10 references); if you do so, you will need to get permission from the publisher.** The presentations will be placed online for CME (with your permission) for 3 years (and are reviewed annually for currency). Since the materials are posted online for all to view, copyright must be strictly followed. Online materials do not fall under the one-time educational use parameter.
2. **DO avoid inside references** you might use with a live audience. Remember that your presentation will also be placed online, and not all participants will be from THI or your own institution.
3. **DO define abbreviations and acronyms** the first time you refer to something that may be unfamiliar to the audience.
4. **DO keep presentations simple** so they will load quickly for the viewer. **DO use a still image instead of a video** if it can explain your point just as well. **DON'T use numerous videos on one slide.** While video/movies are effective in presentations, the online environment does not always support their use as well as a live presentation does (due to issues such as space, downloading, etc.).
5. **DO ask questions of the CME staff** if you are unclear about the process.

#### What should I bring to my presentation?

Please bring your PowerPoint presentation on a CD, flash drive or your laptop. A laptop and pointer will be provided. In addition, if you have not provided the following, please bring them with you:

1. One to two learning objective(s).
2. One to five assessment questions with answers for your presentation (true/false or multiple choice).
3. Your most recent photograph. If you don't have one, our photographer can take one.

#### What is our goal for online CME at THI?

Our objective is to produce a high-quality computer-based instructional module that is easy for participants to view and utilize, allowing them to apply the most current clinical information to their practice. Our goal is to make the Texas Heart Institute one of the best and most-respected providers of CME in the world.

Please call 713-218-2121 or e-mail Elaine Allbritton at [eallbritton@texasheart.org](mailto:eallbritton@texasheart.org) with related questions.