

## Slide Preparation Guidelines

When preparing your slides, consider the following guidelines:

### Order

Order your slides as follows:

- **Slide #1 – Talk Title** (including your name and institution).
- **Slide #2 – Disclosure Statement**
  - Your disclosure statement should list all financial relationships with ineligible companies within the prior 24 months to your specific talk.
    - Example: Speakers Bureau - Eli Lilly, Bristol-Myers Squibb
  - If no financial relationships exist, the second slide must read: “I have no relevant financial relationship(s) with ineligible companies to disclose.”
  - The following ACCME attestation must be included at the bottom of your disclosure slide: *“In accordance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education, ACR has implemented mechanisms prior to the planning and implementation of this CME activity to identify and mitigate all relevant financial relationships for all individuals in a position to control the content of this CME activity.”*
- **Slide #3 – Evidence-based medicine (EBM) or Key References (This is not required for abstracts).** List three (3) references supporting the key points of your talk. This is separate from any footnotes or bibliography that you may want to include. **If including your academic logo, please place it on the Slide #1 – Talk Title and/or Slide #2 – Disclosure Statement.**
- **Final Slide (Optional)– Handout Links and Resources.** Attendees rely on handouts and resources to utilize information you provided in their personal practices or research.
  - You are encouraged to include links to them at the end of your slides.
  - Your handouts and resources should:
    - Reiterate the essentials of your talk (e.g. clinical pearls).
    - Follow your presented slides closely.

### Product/Brand Names

Do not include product/brand names or logos in your presentation. However, institution logos (i.e., non-PhRMA related logos such as university names, associations and government agencies) are allowed in the body of your presentation. If it is necessary to reference a commonly used brand name or product, the scientific or generic name should be referenced next to it.

*Example: Acetaminophen (Tylenol)*

### Corporate Logos

There may not be any for-profit and or ineligible company logos (the following are ok: hospital, school, association, non-profit, government agency, journal) - but it is okay to have the name of a for-profit and or ineligible company as text.

### Length

Typically the number of slides in your talk should not exceed the total number of allotted minutes to speak (not including a title slide and acknowledgements).

## Design

- ACR has provided a PPT template for your use. This template is not required.
- Slides should remain in the template's widescreen, 16:9 format.
- Font should be readable without magnification (no smaller than 18 point and preferably using 24 point as configured in the template)
- Keep it simple:
  - Avoid using too much text. Express ideas in as few words as possible.
  - Convey only one main idea per slide.
  - Use several simple slides, instead of one complex slide, to convey points.
- Use white space for extra impact.
- Use bold, italics, underline and bullets for emphasis.
- Avoid all caps, which can be difficult to read.
- Avoid long columns, figures or tables that are illegible on a smaller screen.
- Use the color scheme and fonts built into the template provided.
- Make sure Slide Orientation is Landscape and NOT Portrait.
- Minimize the use of builds, animated transitions or videos during your presentation. These will not have the same impact in a web stream and can appear blocky and distorted to the end viewer.

## Copyright

It is the responsibility of the speaker to ensure that copyright laws have not been violated in the submission of materials for duplication and/or presented. The ACR does not assume the responsibility of acquiring permissions.

*Resource:* [When you Don't Need Permission to Use Another Owner's Trademarks.](#)

## File Type

Save your slides in one of the following formats:

- PowerPoint 2013 or later (\*.pptx format is preferred)

**Mac presentations in Keynote format must be converted to Power Point.**

## Photography Policy

The ACR encourages the dissemination of educational content to benefit others. Our presenters have the right to request no photographs during their session and can:

- Announce this directly to attendees, and/or
- Include an icon to indicate their preference.



If permitted, photos must be captured in a non-disruptive manner so as not to disturb the presenter and other learners and should be for personal, non-commercial use. Flash photography, video recording, and live streaming of any meeting materials, including posters, exhibits and all presentations, are strictly prohibited.

**The icon file, titled “No Photography Icon,” can be found on in the faculty portal. Please ask staff if you have questions or need assistance.**