NEW AND NOTABLE

Detailed information can be found in the Presenter Handbook.

- A photo and bio are **required**. They will be used in print and on the Web to promote the meeting.

- All slide sets for your session must be sent to your PC to be combined and submitted as **a single PowerPoint file**. **See page 7**.

- **A single abstract** should be submitted for the entire session. It is the Program Chair's responsibility to coordinate this with their presenters. **See page 5**.

- **Key Takeaway Slide:** The last slide of your presentation should detail 1 to 3 "Key Takeaways" from your presentation. These should be key concepts or tools that attendees can take back and ACT ON or IMPLEMENT right away.

- ACPE Standards: An **active learning strategy** and **learning assessment** are required FOR EACH SESSION OBJECTIVE. **See page 3**.

> ### ACTIVE LEARNING
> Attendees remember...
>
> **10%** of what they **hear**,
> **25%** of what they **see**, and
> **90%** of what they **hear and do**!

- Due to space limitations, only one position title and organization will be used for publication. Presenters may include additional information in their biography.

- Presenters should use the slide template that will be provided by ASHP, available on ASHP's web site at: http://www.ashp.org/ForPresenters

- Presenters are not permitted to use a USB drive, CD, or personal laptop to deliver their presentation. ASHP will preload presentation slides in the session room. **See page 10**.

- ASHP does not provide handouts onsite. If attendees prefer printed handouts, they must print at home from their computer before the meeting.

- Before you leave for the meeting, make sure you have your Program Chair's cell phone number... and that they have yours.

- Only those slides received by the deadline will be posted online and made available to attendees to print and bring to the meeting. Slides received after the deadline will not be available to meeting attendees.

- Changes to slides after submission to ASHP are not permitted.

Logos, Graphs, and Cartoons

Did you know?
- ACPE does not permit the use of company logos on every slide of a presentation.
- Most cartoons, graphs, and images downloaded from the Web are copyrighted.

Tips:
- Put your company logo on the first slide **ONLY**.
- Use royalty-free cartoons.**