



## Southern Medical Association PRESENTATION GUIDELINES

Below are the Poster and Podium presentation guidelines for SMA's Southern Region Burn Conference. The SMA does not offer speaker scholarships or discounts.

If you have any questions, email [education@sma.org](mailto:education@sma.org) or call 800-423-4992 ext. 507.

### POSTER PRESENTATION

**Poster Size MUST be 4 ft x 4 ft.**

Any poster brought to the conference that is larger than 4 ft x 4ft will not be displayed.

- SMA will be awarding CME for the poster presentations. Presentations are due as a PPT slide or a high resolution PDF to SMA by **August 1** for accreditation review.
- Title with your name and any co-authors along with appropriate academic affiliation(s).
- Listing of disclosure(s) for you and all the co-authors involved in the presentation. If there are no disclosures, each author/co-author has to be listed with the statement: No relevant financial disclosures.
  - The ACCME requires ALL disclosures from the past 24 months be listed whether or not they have a direct correlation to the topic or have been discontinued.
  - If you fail to list the disclosures, no CME will be awarded for your poster and you
- The introduction, methods, results, and conclusions.
- The **ONLY** logo can be that of your institution.
- Human images (eyes, ears, etc.) need to be blocked from any identifying information.
- Generic names should be used for medical devices, procedures, and drugs.
- Provide a balanced view of therapeutic options or devices (if applicable).
- **DO NOT** use any illustrations that are commercial in origin.
- Appropriately cite all references.
- It is the Author's responsibility to request and obtain permission for any material that contains copyright.

## PODIUM PRESENTATIONS

- Any slides should be developed using Microsoft PowerPoint software.
- SMA will be awarding CME for the podium presentations. Presentations are due as a PPT or a high resolution PDF to SMA by **August 1** for accreditation review.
- Slide 1 is the Title Slide with your institution logo, your name and any co-authors along with appropriate academic affiliation(s).
  - ONLY the Title slide may have your institution logo. No other logos. All subsequent slides should be logo free.
- Slide 2 is the Disclosure Slide listing you and all the co-authors involved in the presentation along with disclosures. If there are no disclosures, each author/co-author has to be listed with the statement: No relevant financial disclosures.
  - The ACCME requires ALL disclosures from the past 24 months be listed whether or not they have a direct correlation to the topic or they have been discontinued.
  - If you fail to include any of the disclosures, SMA reserves the right to replace the slide in the presentation with a corrected slide.
- Subsequent slides with the introduction, methods, results, conclusions.
- Make sure your presentation with slides stays within your allotted time of 10 minutes for presentation and 5 minutes for Q&A.
- Human images (eyes, ears, etc.) need to be blocked from any identifying information.
- Generic names should be used for medical devices, procedures, and drugs.
- The number of slides in your presentation should not exceed your allotted time limit.
- Provide a balanced view of therapeutic options or devices (if applicable).
- DO NOT use slides or illustrations that are commercial in origin.
- Appropriately cite all references.
- It is the Author's responsibility to request and obtain permission for any material that contains copyright.
- Presenters ONLY are allowed on the podium. If you want to share the presentation with one (1) of your co-authors, that will be acceptable.
- You need to be at the session **30 minutes prior to your start time** to check-in with SMA and verify your presentation with the AV tech.
- If something changes and a co-author will be presenting on your behalf, please send an email to [education@sma.org](mailto:education@sma.org) that includes their name and email address. They must be listed as a co-author on the abstract.

## ACCME STANDARD AND SMA DISCLOSURE AND CONFLICT OF INTEREST POLICIES

- In accordance with ACCME requirements and SMA policy, abstracts selected for oral or poster presentation **must be free of bias**.
- Do not reference any company/product brand names during your presentation. SMA requires that educational materials that are part of a CME activity, such as slides, abstracts, and handouts, not contain any advertising, trade names or a product group message.

- For oral presentations, disclosures for ALL authors must be listed on the second slide of each presentation.
- For poster presentations, disclosures for ALL authors must be listed once at the bottom of the poster.

### **RESOLUTION OF CONFLICT OF INTEREST (COI) POLICY**

Live CME: Speakers – All speakers' disclosure information, including that of any co-authors, along with the provided content (slides, abstracts, etc.), will be reviewed by SMA's Review Committee. If during this process a COI is identified, SMA Staff will provide direction from the Review Committee on how to correct the conflict. Corrective measures will be documented in the activity file.

### **COPYRIGHT POLICY**

This activity is a private event. Activities presented at the meeting are for the education of attendees as authorized by the Southern Medical Association. The information and materials displayed and presented during this meeting are the property of the SMA and the presenter and cannot be photographed, copied, photocopied, transformed to electronic format, reproduced, or distributed without written permission of the Southern Medical Association and the presenter. Any use of the program content for commercial purposes, which includes, but is not limited to oral presentations, poster presentations, audiovisual materials used by speakers, and program handouts without the written consent of the SMA is prohibited. This policy applies before, during and after the meeting. The names, insignias, logos and acronyms of the SMA are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is prohibited without the express written permission of the Southern Medical Association.

### **PHOTOGRAPHS AND VIDEO RECORDING POLICY**

When you participate in an SMA event, you are participating in an event where photography, video and audio recording may occur. By participating, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for social media, webcasts, promotional purposes, telecasts, advertising, inclusion on websites, or for any other purpose(s) that SMA's Board, and/or staff representatives deems fit to use. You release SMA's Board of Directors, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings.

You have been fully informed of consent, waiver of liability, and release before participating in the SMA's Assembly.

### **IDENTIFICATION AND MITIGATION OF RELEVANT FINANCIAL RELATIONSHIPS OF PLANNERS, FACULTY, AND OTHERS**

Disclosure information must be completed by Planners, Faculty, and all Others Who May Control Educational Content of an accredited activity. It is SMA's responsibility to determine which relationships are relevant. You must disclose all financial relationships that you have had in the past 24 months with ineligible companies (see definition below). For each financial relationship, you must provide the name of the ineligible company and

the nature of the financial relationship(s). There is no minimum financial threshold; we ask that you disclose all financial relationships, regardless of the amount, with ineligible companies. You should disclose all financial relationships regardless of the potential relevance of each relationship to education.

Companies that are ineligible to be accredited in the ACCME System (ineligible companies) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

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