

Speaker guidelines

Logistics

- **Register:** Please [register](#) for the meeting if you have not already. All faculty must register for the meeting. Once you have cleared the vetting process, you will have access to hotel information.
- **Conflict of interest forms:** We must obtain a COI disclosure form from every person. You should have received an email containing a link to fill out these forms with the subject: "SFP2022 faculty important documents."

Presentations

- Presentations are due **November 18** and will be reviewed for ACCME accreditation. **We are unable to accept updates to slides after submission.** Please plan for your presentation now before the Thanksgiving holiday impacts capacity.
- **Submitting slides:** As you prepare for your presentation, please review the following:
 - Include disclosures - according to ACCME regulations, you must incorporate a disclosure slide that lists all financial relationships with commercial entities. All presentation materials (handouts, slides, etc.) will be reviewed prior to the meeting.
 - Slide 1: Title of session, your name(s), and affiliation(s).
 - Slide 2: Disclosure slide that lists all financial relationships with commercial entities (eg, pharmaceutical and diagnostic companies, etc). [Here is an example slide](#). Presenters do not have to read the disclosure slide to the audience because that information will be provided in the online conference platform.
 - **Presenters with disclosures:** [Name] then list each disclosure, including company and relationship (eg, Speaker's Bureau for Bayer, Nexplanon trainer for Merck, Research grant from Sanofi).
 - **Presenters without disclosures:** [Name] has no relevant financial relationships with ACCME-defined commercial interests.
 - **Presenters discussing off-label/investigational use of a commercial product:** [Name] does or does not plan on discussing unlabeled/investigational uses of a commercial product.
 - Slide 3: Three to five learning objectives for the overall session (one slide)

- **Include a trigger warning:** Please include a slide before a potentially triggering slide containing a warning. [Example slide with language here.](#)
- **Combine presentations:** final presentations must be merged into a single file/slide deck and submitted by the panel lead in a **16:9 widescreen format**. Keep in mind that your presentation is due **November 18**, and we cannot accept changes after that date.
- **Presentation submission form:** Your panel's presentation submission link can be found in an email with the subject line: "SFP2022 faculty, new details". We will reach out if your presentation needs changes according to ACCME, if you do not hear from us your slides will be available in the session room.
- **Presentation submission questions:** [Click here](#) to view an outline of the questions asked on the presentation submission form.

Polling

- If you wish to include live polling in your presentation, you are asked to include a slide with polling questions and submit those questions with your presentation.
 - The app can only accommodate multiple choice questions.
 - We recommend no more than three polling questions.
 - Polling questions must be submitted by **November 18**, after that date we are unable to set up a poll for your panel.
 - [Full polling instructions here.](#)

Session details

- **SFP staff:** A staff member will be in the room to alert the A/V team to technical issues and act as a liaison to meeting organizers.
- **Schedule:** [The full schedule is available here.](#)
- **Session room:** Please check the final program or app for find the most up-to-date information on your room location.
- **Live Q and A:** You panel can utilize the live Q and A feature in the conference app. [Full instructions here.](#)
- **Health and safety information:**
 - Masks are required at the meeting unless actively eating, drinking, or speaking on a panel
 - We will be placing a mask reminder slide at the beginning of your presentation and ask the moderator or first speaker to read it as a reminder.
 - Please visit our [health and safety page](#) for a complete overview of our policies.

Social media

- We are interested in disseminating research on just and equitable abortion and contraception but only if it is within the comfort limits of the panel of speakers.
- We will indicate with a sign on the stage if it is ok for the audience to share on social media. You can indicate the preference of the whole panel on the presentation submission form.