



GUIDELINES FOR ACG 2009 POWERPOINT PRESENTATIONS

Content Validation

ACG expects that all of its CME program will adhere to the ACCME's content validation statements. Specifically, all the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in CME in support of justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

Safeguards Against Commercial Bias

Educational materials that are a part of this activity, such as slides, abstracts, and handouts, cannot contain any advertising, trade names, or product-group messages.

CME must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If your CME educational material or content must include trade names, trade names from several companies should be used where available, not just trade names from a single company.

GENERAL

1. All presentations should be created using PowerPoint for PC, not MAC.
2. Your on-site presentation title should match the title of your abstract as submitted.
3. Under the presentation title, include your full name, academic or professional title and institution.
4. Proofread carefully for typographical errors.

SLIDE CONTENT AND DESIGN

Layout

1. Keep it simple and open.
2. Use double spacing.
3. Keep slide titles short, generally under 5 words.
4. Do not use a font size < 22 pts.
5. Include only one main message per slide.
6. Do not add your name or any other background logo as a footer to your slides.

Color

1. Avoid extravagant color schemes.
2. A blue background with white or yellow lettering works well.
3. Text in dark colors such as purple, dark blue and green do not project well in a large room.

Graphics

1. Keep simple.
2. Ensure that captions are clear.

Tables/Charts

1. Keep simple.
2. Consider highlighting the points of interest in color
3. Two simple tables work better than a single complicated table.

References

1. Must be included in each instance where a reference exists.
2. Must appear on the slide (bottom left corner) with the following information:
 - Author (leading author required, "et al" to include additional authors)
 - Publication Name
 - Publication Date
 - Page number(s)

TIMING

1. Each presenter will be allowed a maximum of 7 minutes for their talk followed by a 3 minute discussion period. This timing will be strictly enforced by the session moderators.
2. Make sure the number of slides fits into the time allotted for your presentation.
3. Do not crowd the presentation with excess slides.
4. Be certain that you can finish on time!