



Sept. 19-21 • Pre-Meeting Sept. 18 • Kissimmee, FL

PRESENTATION GUIDELINES

Session Length

All presenters are asked to leave 5-10 minutes at the end of your session to be available for a Question-and-Answer period (Q&A).

- 30-minute sessions should provide content for 25-minutes and 5 minutes of Q&A time.
- 60-minute sessions should provide content for 50-minutes and 10 minutes of Q&A time.
- YOU MUST present content to meet the full 25- or 50-minute mark to comply with guidelines that allow AVA to provide continuing education credits. If you don't provide content for that amount of time AVA may have to revoke issuance of continuing education credits for your session.

Session Content

The session content should be relevant to the educational needs of the clinician and/or health needs of the consumer. The content must be current and designed to include recent developments in the subject area being taught.

- Related to the scientific knowledge and/or technical skills required for the clinician and/or
- Related to direct and/or indirect patient/client care.

Unacceptable Session Content

- Sessions which focus upon self-improvement, changes in attitude, self-therapy, self-awareness, weight loss, and yoga.
- Economic courses for financial gain, e.g., investments, retirement, preparing resumes, and techniques for job interviews, etc.

Presentations will be reviewed on the following information:

- Notification of disclosure/conflicts.
 - The Association must ensure balance, independence, objectivity, and scientific rigor in all its educational activities. All speakers are expected to 1) disclose if a product is not labeled for the use under discussion. 2) disclose to the activity audience any significant financial interest or other relationship(s) (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation, and (2) with any commercial supporters of the activity. (Significant financial interest or other relationship can include such things as grants or research support, employee, consultant, major stockholder, member of speakers bureau, etc.).
 - The intent of this disclosure is not to prevent a speaker with a significant financial interest or other relationship from making a presentation, but rather to provide listeners with information based on which they can make their own judgments. It remains for the

audience to determine whether the speaker's interests or relationships may influence the presentation with regard to exposition or conclusion. The Association is authorized to publish the disclosed financial or other relationships to attendees within the printed program and electronic presentation materials posted to the AVA website.

- Product endorsements
 - Product endorsements of any kind is not permitted, either written or verbally.
- Objectives clearly stated and are met in the presentation.
- Images / Photos.
 - No advertisements or branding.
 - Manufacturer identification is not permitted on slides.
 - No Copyrights issues/All permissions noted and verified.
 - Relativity to subject matter.
- Approved format / power point template utilized.
- Statements or claims in presentation.
 - No conflicts/concerns of bias.
 - No mentions of product names or product features and benefits.
 - Claims substantiated with references/practice.
 - Abstract and content match (if applicable).

If you have any questions about any of the items in this document, please contact AVA at ava@avainfo.org.