

Faculty Guidance

Planning and Compliance

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Thank you for accepting our invitation to present. Here are some helpful tips to prepare for your speaking engagement:

Planning

- What is problem/issue? The difference between health care processes or outcomes observed in practice and those potentially achievable on the basis of current professional knowledge. The difference between the ACTUAL and the IDEAL.
- Maintain focus on the learning objectives you provided
- Ensure it is independent and free of commercial bias
- Make it interactive
 - What would you do? Moment
 - Leave enough time for Q&A
 - Use case studies, audience interaction, debate/panel/small group discussion, and patient perspectives
- Make sure the number and length of slides is appropriate for the presentation time allotted
- You will need to complete your disclosure, upload bio, and presentation in Sharp CME Portal [Sharp HealthCare Continuing Education \(cloud-cme.com\)](https://cloud-cme.com). Please create an account if you have not already.
- Arrive at least 20 minutes before your presentation or if virtual, log in 30 minutes to ensure you are connected to internet and have your PPT presentation ready

Compliance

- ✓ Disclosure
- ✓ Letter of Agreement
- ✓ W9 (if applicable)
- ✓ Bio
- ✓ Presentation slides
- ✓ Audiovisual Release Form (if applicable)