



Federation of State Physician
Health Programs

FSPHP 2024 ANNUAL EDUCATION CONFERENCE AND BUSINESS MEETING

ORAL AND POSTER PRESENTER SPEAKER GUIDELINES

Current as of February 2024

Enhancing the Effectiveness of Professional Health Programs Through Collaboration:
Improving Health and Well-Being

April 17-21, 2024
Grand Hyatt Nashville

FSPHP Conference Website: <https://www.fsphp.org/2024-annual-conference>

KEY DATES

Oral Presentations:

Oral Presentations: Submissions Due	September 22, 2023
Notification of Acceptance of Oral Presentation	October 31, 2023

Poster Presentations:

Poster Presentation Submissions Due	January 8, 2024
Notification of Acceptance of Poster Presentations	January 19, 2024

Presentations Due:

Presenter's PowerPoint Presentations and Posters Due	March 13, 2024
--	----------------

RESPONSIBILITIES OF THE PRESENTING AUTHOR

- The first author listed for each presentation submission serves as the presenting author and as the primary contact for all correspondence regarding the presentation proposal.
- The presenting author must be one of the co-authors listed on the submitted proposal.
- The presenting author is responsible for the following:
 - Ensuring that all authors have read the proposal and agreed to be co-authors. Failure to get approval from all authors will result in the rejection of the proposal.
 - Notifying all co-authors of any additions, deletions, and changes to the program, as may

Email lbresnahan@fsphp.org or troof@fsphp.org with additional questions

be communicated by the FSPHP.

- Forwarding all correspondence to all co-authors, including confirming all co-presenters understand their responsibility for travel, and registration expenses, the Permission to Release & Record policies and ensuring the [Disclosure/Content Validation Form is completed](#). Confirmation of the content submitted will be sent to you in a confirmation email.

RESPONSIBILITIES PRIOR TO CONFERENCE

Due with submission

- Submit the [Disclosure/Content Validation Form](#). All authors/presenters are required to complete and submit a Disclosure/Content Validation Form for CME accreditation purposes at the time of submission.
- Submit your bio and high-resolution headshot as .jpg, .gif, or .png file greater than 100dpi.

Due November 3, 2023

- RSVP via email to troof@fsphp.org to confirm your acceptance, presentation title, speakers, and date and time of session as it appears on the schedule.

Due December 31, 2023

- Register for the conference when speaker registration is open. A discounted registration rate for speakers will be available. All speakers will be responsible for their meeting registration fee, travel arrangements, and costs. As the speaker submitting this presentation proposal, it is your responsibility to communicate this to all speakers indicated on this proposal submission.
- Make travel and hotel arrangements. We recommend arriving Wednesday, April 17, 2024, and suggest you plan to stay until Sunday, April 21, 2024, as the final general session concludes at 1pm Sunday. The last day to receive a discount rate is March 21, 2024: [Book your hotel room](#)

Due March 13, 2024

- Submit PowerPoint and/or Poster PDF presentation to troof@fsphp.org. These will be reviewed by the Program Planning committee and loaded on the conference app for conference attendees. When sending FSPHP the file, please include the *full name of your presentation/poster with all authors names*. For example: “**FSPHP and Physician Health Update—John Smith, MD and Sara Appletree, PhD**”
- If presentations are updated after being sent to FSPHP, the final version must be received no later than **Wednesday, April 3, 2024**, in order to be preloaded onto to the mobile app.

FSPHP Slide Template

FSPHP has a template to offer for your use, to be sent to you in a follow up email. If you plan to use your own template, please keep in mind slides should not contain logos or promotional suggestions.

Disclosure Slides

Include disclosure slides at the beginning of your PowerPoint Presentation to reference any potential conflict of interest or to indicate that there are none.

No Logos

Email lbresnahan@fsphp.org or troof@fsphp.org with additional questions

Avoid use of logos to allow all the focus on educational content and avoid the appearances of conflict of interest. An exception would be for the introduction of name and professional affiliation.

Artwork and Copyright

Avoid use of copyright clipart since slides are published on a conference application. For any images you do use, include reference and copyright permission footnotes.

Review Abstract Submission vs. Final Presentation

Please be sure to revisit your submitted abstract and the outlined learning objectives to confirm that the slides fit with what was offered and accepted. The abstract summary and objectives will be loaded on the conference app.

Sources

Cite all sources of data, research, and/or if opinions expressed are your own or reference other content.

Live Polls

Live poll questions are due with the PowerPoint Presentation on March 13, 2024, and must be sent in Microsoft Word as an attachment. Please include the live poll question on a slide within your presentation; a link to the live poll results will be emailed to you to insert into your slide. After you've tested your live poll, we ask that you send the final slide deck back to FSPHP so that we may also test your slide.

Resource Materials and Conference App

Any resource or reference materials related to your presentation can be uploaded on our mobile app. Paper copies of handouts will NOT be distributed at the conference. Session presentations will be available on the conference app. An email containing all of the mobile application information will be sent to registrants approximately two weeks prior to the conference.

Conference App Questions

For efficiency and increased audience interaction, FSPHP encourages use of our conference app to pose questions to the speaker(s). Your moderator will advise and assist attendees on how to ask questions during the session. A slide with instructions on how to ask questions will be included in all slide presentations. In our experience, this allows more questions to be addressed. You can review the [Whova Speaker Guide here](#) to review frequently asked questions and a Speaker video guide.

Audiovisual Equipment

All session rooms will be equipped with the following: podium, microphone, LCD projector, laptop with wireless remote. If you have additional requests, please email those to troof@fsphp.org no later than March 13, 2024.

Onsite Presentation Requirements

- A moderator will be assigned to introduce you and to moderate questions posed by attendees. If you prefer a different approach, let us know.
- Arrive to your session room at least 10 minutes early or during a break to test equipment.
- The speaker must use the provided microphone so that the presentation is accessible to all, including those with hearing impairments.

Email lbresnahan@fsphp.org or troof@fsphp.org with additional questions

- Anticipate and prepare for audience questions. Repeat every question before answering so that everyone in the room can hear.
- Stay within the time allotted for the presentation.
- Speakers are expected to deliver high-quality, informative presentations that will enlighten and challenge your audience.
- Sales pitches or distribution of marketing materials during the presentation are strictly prohibited.

Information for Poster Format

- Posters Boards are (4) feet by eight (8) feet in dimension. Usable space is 3' 9" high by 7' 7" wide so please consider this when printing your Poster.
- Text should be 16-point font or greater.
- Poster should include title, authors' names and affiliations, abstract, introduction, methods, results, discussion, and references sections.
 - Please refrain from the use of logos to allow all the focus on educational content and avoid the appearances of conflict of interest.
 - Avoid use of clipart since posters are published on a conference application. For any images you do use, include references and copyright permission footnotes.

Poster Symposium Schedule (Tentative)

Thursday, April 18, 2024, 5:30 PM - 6:30 PM

Friday, April 19, 2024, 1:30 PM - 2:45 PM

Friday, April 19, 2024, 5:30 PM - 6:00 PM

Poster Session Set-up

Poster Presentations

Dismantle and Removal of Posters

ATTIRE

Attire for all activities is business casual.

PHOTOGRAPHY DISCLAIMER

FSPHP reserves the right to use any photograph/video taken at any event sponsored by FSPHP, without the expressed written permission of those included within the photograph/video. FSPHP may use the photograph/video in publications or other media material produced, used or contracted by FSPHP including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.

Any person desiring not to have their photo taken or distributed must contact Tanya Roof, troof@fsphp.org in writing of his/her intentions and include a photograph. FSPHP will use the photo for identification purposes and will hold it in confidence.

Thank you for your educational contribution and for being a valuable part of the FSPHP Mission.