

Preparing the Presentation File

Format

The presentation file needs to be submitted in either Microsoft PPT or Apple Keynote formats. If the file is too large for email, let us know, and we will provide a transfer solution.

PowerPoint templates are available from

- [UNC School of Medicine/UNC Health](#)
- [UNC Lineberger](#)

Video/Audio Files

Let us know if the presentation utilizes videos or audio files so we can test them before the webinar.

Unless you created the video or audio file, someone else owns the copyright. This means that you must pay and/or acknowledge your use of it.

Please help us track down the original video or audio so that we can provide a link to it and preserve copyright attribution.

HIPAA

We are required to be more careful regarding the following:

- Patient Privacy – Written legal consent with 2 witnesses (and both parents for minors) must be provided to use patient information
- Photos/Videos of Celebrities – Showcasing celebrities' health problems can pose legal privacy issues

Poll Everywhere Questions

The presentation must have 3 or more Poll Everywhere questions to receive accreditation.

Poll Everywhere questions should relate to your learning objectives—one question for each learning objective.

Poll Everywhere also allows us to incorporate active learning into the presentation, which permits attendees to better comprehend and remember these elements of your webinar.

We encourage you to add more, as each question improves the quality of active learning.

For more, read our guide [Poll Everywhere](#).

Learning Objectives

We need Learning Objectives for publicity and the accreditation process.

For more, read our guide [Learning Objectives](#).

Your Organization

We ask that you limit the discussion about your own organization to providing examples and case studies from your practice that could be applied at other sites rather than promoting your site exclusively.