

Conference Platform Presentation Instructions
To Resident Presenters

Dear Presenter,

There may be up to 90+ PGY1 and PGY2 resident platform presenters with additional preceptors, conference attendees and residency program directors at the Residency Research & Practice Forum (RRPF)!

The conference has scheduled (3) three sessions on Friday April 12 and (1) session on Saturday April 13, 2019. Residents and preceptors are strongly encouraged to attend all presentation sessions, participate and complete an evaluation for each presentation. Please give an enormous thank you to New York State Council of Health-System Pharmacists Research and Education Foundation for their generous support of this program.

- The platform presentation slides **are to be submitted by email prior to the NYSCHP Office by April 11, 2019 for ACPE accreditation approval**. Please submit your presentation slides to Office@NYSCHP.org.
 - Slide 2 of the presentation must contain acknowledgement of conflicts stating none if there are none.
 - All platform presentations must be formatted in Microsoft PowerPoint.
Apple Keynote functionality will NOT acceptable, all presentations MUST be formatted in Microsoft PowerPoint and PC compatible.
- **Day of platform presentation session**
 - Please arrive 5-10 minutes before the start of the session in which you have been scheduled to present and locate the moderator so you can put your presentation on the designated laptop. (See schedule for assigned presentation time and location).
 - **Residents must bring to their session on a portable USB thumb drive their Microsoft PowerPoint presentation slides** (for loading on the projector equipment).
 - We cannot guarantee that "Presenter View" will be available on all laptops.
 - Resident platform presentations are allocated total 20 minute
 - **Each presentation must be completed in 15 minutes**
 - **12 minutes for the presentation**
 - **3 minutes for questions**
 - 5 minutes for the changing of speakers and for the evaluator to meet with the resident to review their evaluations. The evaluation packet will be given to you at the presentation by the assigned evaluator.

The Welcome session will kick off the conference at 11:15am on Friday. The NYSCHP Residency Research & Practice Forum planning committee is looking forward to seeing you at this exciting and enriching program.

Sincerely,

Jeffrey Kennicutt, PharmD, FASHP
NYSCHP Residency Research & Practice Forum, Chairman