

APRIL 23-27  
TAMPA, FLORIDA, USA  
WWW.ACRP2010.ORG

GLOBAL CONFERENCE & EXHIBITION  
**ACRP2010**  
WITH THE APPI PHYSICIANS PROGRAM



## Speaker FAQ Guide

### Materials for Conference

- Q: Is March 1, 2010 the deadline for slide review or the deadline for all slides to be submitted in final form by the speaker?**
- A: March 1, 2010 is the final deadline for speakers to send their slides into ACRP. Sessions that do not have slides submitted by March 1<sup>st</sup> will be subject to cancellation by ACRP per the terms outlined in the speaker agreement.
- Q: Will ACRP provide flipcharts for workshops?**
- A: ACRP will provide one flipchart package per workshop
- Q: Are speakers responsible for printing handouts and bringing them to the conference?**
- A: Speakers are asked NOT to bring handouts. Participants are responsible for utilizing the Pre-Conference Library (opening April 1<sup>st</sup>) to view and print session slides and handouts. Workshop participants will receive workbooks on-site in Tampa.

### Website Information

- Q: When will the “My Itinerary” function become available?**
- A: The “My Itinerary” function is available on the 2010 conference website under For Attendees → My Itinerary.
- Q: Will the Speaker Webinar slide deck be made available to speakers?**
- A: The Speaker Webinar and slide deck are available as a replay under the For Speakers tab on the 2010 conference website.
- Q: Are speakers required to use PowerPoint presentations for their sessions?**
- A: All speakers for sessions of all duration types including poster presentations are asked to use PowerPoint presentations with the ACRP Tampa slide template. If you do not intend to use a PowerPoint presentation, you must specify with ACRP what materials you will use to present. ACRP will place a title slide into your time slot onto the computer, so you will have ONE slide.

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## **Material Content**

**Q: Is there a limit on how many interactive tools a speaker may use?**

A: No. ACRP encourages interaction in educational learning activities. Please feel free to use, case studies, role plays or skits, question and answer sessions, games, and/or pre- and post-testing.

**Q: What items should be included in session handouts?**

A: Session handouts, outside of the required PowerPoint presentation, are optional. Should a speaker decide to utilize session handouts, it is recommended that the handouts serve to complement the session. Please remember that all handouts and presentations will be reviewed for commercial bias, so please ensure that no elements of commercial bias are present.

**Q: What if there is a part of the presentation that a speaker does not want participants to see in advance when they download the slides in the Pre-Conference Library?**

A: In this case, the speaker should submit that part of the presentation (such as a picture) to ACRP by the March 1 deadline as a file that can be opened up on the meeting room computer at the time of the presenter's choosing.

**Q: Is there a limit to the amount of slides a speaker can have?**

A: There is no limit to the number of slides a speaker may have within their presentation. However, the standard is one minute presentation time per slide.

**Q: May speakers place their company logo inside the presentation?**

A: Speakers may place their name, title and company information (including logo) on the first and last slides only.

## **Pre-Conference and Online Conference Libraries**

**Q: If a speaker did not grant ACRP permission to record their session, will participants still be able to print slides from the Pre-Conference and Online Conference Libraries?**

A: Yes. If you have not given ACRP permission to record your session, the participant will not have the ability to hear the presentation. For further questions regarding recording of the materials, please contact Casey Milch ([cmilch@acrpnet.org](mailto:cmilch@acrpnet.org)).

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**Q: If a speaker would like to utilize video clips, must they submit the video clip with their slides on the March 1 deadline?**

A: Yes, all video clips must be submitted by March 1 to ensure they are loaded on the computer within the conference meeting room.

**Q: Will speakers receive access to the online libraries?**

A: All speakers will receive complimentary access to the Pre-Conference Library to download slides and handouts in advance of the conference. The Online Conference Library which opens in mid-June and offers recorded content of the conference will be available for purchase at member and non-member rates. Please stay tuned for rate information.

## Other

**Q: Are speakers introduced or do speakers introduce themselves?**

A: Speakers are asked to introduce themselves at the start of their session.

**Q: Is there a limit to how many speakers may present at a poster session?**

A: Yes, only one presenter may present per poster at a poster session. Therefore, there are expected to be three posters presented during a poster session, so there will be three presentations.

**Q: Will there be a place for printing on-site at the conference?**

A: Speakers and participants may utilize the business center for such services within the Tampa Convention Center at their own cost.

**Q: Is it possible to obtain an additional wireless microphone?**

A: Speakers may request additional A/V equipment at their own cost by contacting Roy Golden ([rgolden@psav.com](mailto:rgolden@psav.com)) or 1-800-966-4498.