Workshop for Directors of Family Medicine Residencies (PDW)
Sheraton Kansas City Hotel at Crown Center, April 5-7, 2013
Kansas City, Missouri

Speaker Checklist

Document & Explanation	Due Date	Signed and Submitted by (An electronic signature is acceptable and binding on all forms)	Complete ☑
Documents Required Immediately			
Speaker Acceptance Confirmation & Workshop Information: This form confirms your willingness to present the noted workshop at the 2013 PDW. It also shows the workshop information you submitted as well as your assigned presentation time(s) and room(s). The information highlighted in green will appear "as is" in the official PDW program. The primary speaker is responsible for reviewing, completing, and returning this form to pdw-rps@aafp.org by the due date. If this information is not correct, indicate so at the top of the form and correct information in red font.	November 19	Primary Speaker	☐
Documents Required with Presentation – Go to aafp.org/pdw-rps/speakers to download documents			
CME Policy and Procedures for Full Disclosure and Identification and Resolution of Conflicts of Interest: This form explains the AAFP's CME policy on various conflicts of interest and details any such conflicts the speakers may have. If you do not have current information on file, this form must be completed online. The form is found on the AAFP website at https://nf.aafp.org/ConflictOfInterest/form/cme/. The PDW staff will coordinate with your co-speakers to ensure they have a current CME disclosure on file.	January 25	Primary Speaker and all Co-speakers	☐
Intellectual Property Permission Documentation: (Attached to email) This form identifies all authorship and third party content in your presentation materials and documents that you have permission to use the content. If the presentation does not contain such material, the primary speaker should indicate "no" in the first section, sign, date, and return the document. If the presentation does contain such material, the primary speaker must complete the second section for each piece of authorship or third party content. Submit completed form to pdw-rps@aafp.org by the due date.	January 25	Primary Speaker	☐
Consent, License and Warranties for Presentation / Materials: (Attached to email) This form gives the AAFP the right to use the presentation and other material in the official PDW program, on the PDW website, and other places. Submit completed form to pdw-rps@aafp.org by the due date.	January 25	Primary Speaker	☐

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Presentation Materials			
Presentation Materials: (Attached to email) Two PDW PowerPoint templates have been provided for the presentations. All presentations must use one of the two provided templates. The PowerPoint presentations must be submitted to pdw-rps@aafp.org by the due date. Failure to meet the deadline will mean the presentation will not be available to attendees prior to the meeting. The PDW website will indicate the presentation was not submitted on time.	January 25	Primary Speaker	☐
Length of Presentation: Each workshop has a time limit of 60 minutes. Please be respectful to other speakers and the audience and prepare your presentation in accordance to this time limit.	NA	NA	☐
Audio / Visual Information			
AV for Speaker Use: The presentation room will have the following equipment for use by the speakers. ➢ Lavaliere microphone ➢ LCD Projector and screen ➢ Flip chart and markers ➢ Speaker podium ➢ Wireless Internet access for speakers and audience	NA	NA	☐
Laptops: The speakers must provide their own laptop for their presentation.	NA	NA	☐
Mac Laptop Adaptor: If the laptop is a Mac, an adaptor will be required to connect to the LCD projector. You will need to provide your own adaptor.	January 25	Primary Speaker	☐
House Sound: House sound for video presentations is available only on request. Include request for house sound on the Speaker Acceptance Confirmation & Workshop Information form.	January 25	Primary Speaker	☐
Don't Forget You Must			
Reserve a Hotel Room at the Sheraton Kansas City Hotel at Crown Center by going to www.aafp.org/pdw-rps.	No later than March 4, 2013		☐
Register for PDW by going to www.aafp.org/pdw-rps ➢ Registration, $495 **Note: Speakers presenting at both PDW & RPS will pay only one registration fee. A discount code will be provided to you.**	Opens in December No deadline We recommend you register prior to arriving onsite.		☐