



Instructions to Speakers for Department of Medicine Grand Rounds

Thank you for accepting our invitation to speak at the Emory University Department of Medicine Grand Rounds (DOM-GR). Our Department is committed to making this conference the premier conference at our institution.

DOM-GR is an ACCME accredited conference, therefore, there are specific requirements that must be met in advance.

1. Educational/learning objectives must be provided for the talk
2. Disclosures of conflict of interest (COI) must be identified and made easily available/accessible to audience members

The audience for Grand Rounds includes clinical and research faculty from all department divisions, as well as fellows, residents, and medical students. DOM-GR is also broadcast in real-time by video-teleconference to multiple sites (Emory University Hospital Midtown, Atlanta Veterans Affairs Medical Center, Grady Memorial Hospital, Primary Care at 1525 Clifton Road, and Wesley Woods Center of Emory University). The usual attendance is between 180-200 people.

Grand Rounds Recommendations

Due to the fact that the live presentation is broadcast live to multiple sites, there are several speaker recommendations that we provide from our previous experience. We strongly recommend that speakers follow these guidelines in order to provide the best experience for both the presenter and attendees.

1. Slide Presentation

- a. Please use a font size of 24 point or greater, preferably in white or yellow text on a blue background. Slide guidelines for colors and text size are based upon special considerations for remote broadcasting readability.
- b. The conflict of interest (COI) disclosures for speaker should appear on a slide prior to the presentation slides, preferably the second slide.
- c. The educational objectives or learning objectives should be included, preferably on the third presentation slide.

2. Presentation Content

- a. Speakers are highly encouraged to start with a clinical case given that the audience will have a good portion of active, academic clinicians. This is based on previous survey feedback and has proven to be most effective with our attendees.
- b. Please time your presentation to allow 10 minutes at the end for questions and answers.