

How to Make Your Slides

1. Download the standardized template for SPS CME talks.
2. Add your personal information (name, title, institution) and disclosures.
3. There is no set limit to the number of slides allowed. Aim to have your presentation last between **[50 to 60 minutes]**.
4. Include at least 2 to 3 multiple-choice questions in the body of the talk. Each question should be immediately followed by a slide with the correct response and an explanation.
5. Include a summary with key take-home points at the end of your presentation.
6. The second-to-last slide will list your references.
7. The last slide of your presentation will be the page with the link for participants to apply for CME credit.

Written points should be brief and succinct, and serve as a guideline for the spoken narrative. Do not read your slides word for word exclusively.

How to Record the Audio

1. Find a quiet space.

You will be surprised how much ambient noise there is in your environment. We recommend recording a few slides at a time, and then listening to them to check for ambient noise. Some institutions have recording facilities, which will provide a consistent and reliable environment for audio recording.

2. Optimize your recording equipment and technique.

The ideal recording set-up will maintain a constant distance between your mouth and the recording device (i.e. recording distance). The built-in microphone in most laptops is acceptable. However, these devices are more prone to picking up ambient noise, and very susceptible to varying recording distance, the latter of which will cause the volume and sound quality to be inconsistent from slide to slide, and very distracting for the listener.

We recommend the use of an external microphone, such as one on a headset. It is not mandatory, but we have found that this type of equipment has facilitated consistent sound quality. There is no one specific brand or model of microphone or headset that we recommend.

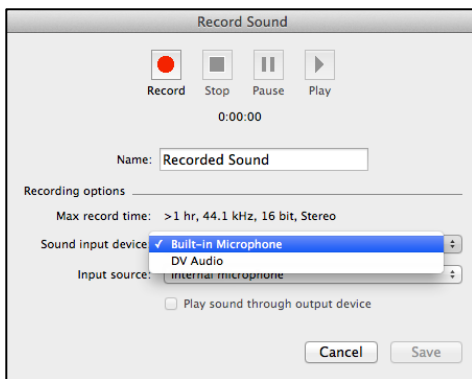
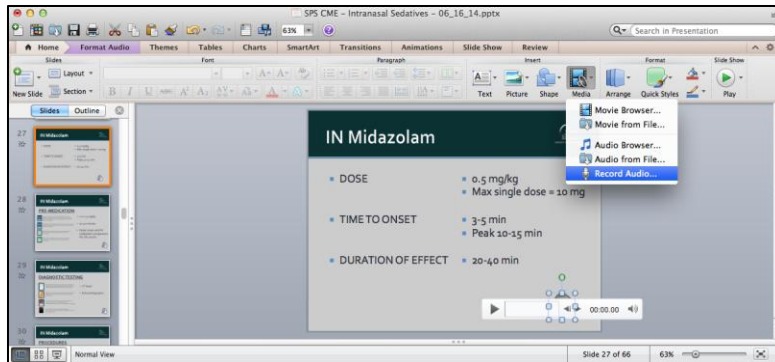
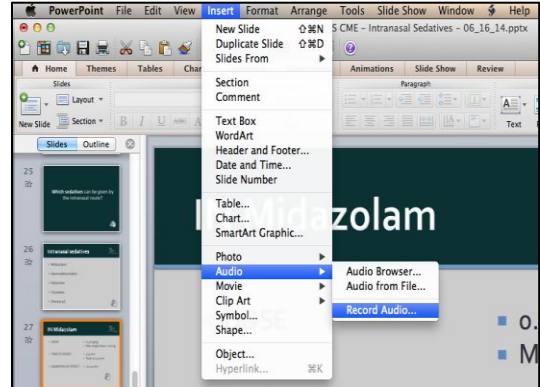
3. Write out your narrative ahead of time.

This is not absolutely mandatory, but very highly recommended. Some fear that reading off a script may create an artificial-sounding narrative, but a script is actually the most reliable way to ensure a natural flow of speech for a recorded product; allows you to communicate exactly what you want to say; eliminates the frequency of “um” and “uh” from your dialogue; and provides a consistent reference when a segment requires multiple takes (which is inevitable).

4. Record your audio.

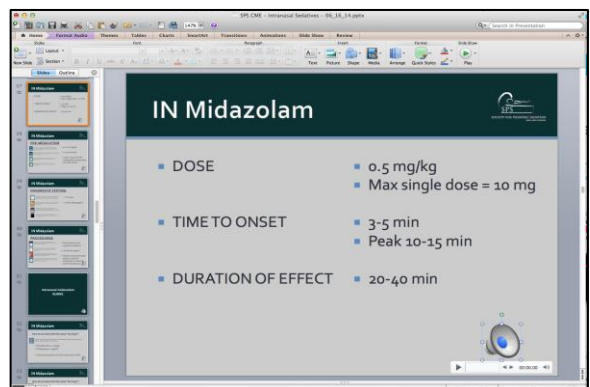
The following instructions are for Microsoft Powerpoint:

- Go to the "Insert" tab
- Select "Audio"
- Select "Record Audio..." A new box ("RECORD SOUND") will appear
- "Record Audio..." is also accessible through the "Media" button on your toolbar, usually under the "Home" tab.*



- If you are using an external recording device, make sure it is selected in the "Sound input device" drop-down menu
- Push the RECORD button
- Speak
- Push STOP when you are done speaking
- Click SAVE. A speaker icon will appear on your slide

- Push PLAY (triangle under speaker icon) to listen to your recorded segment
- If you are unhappy with your segment, delete the speaker icon and return to the first step (a)
- When you are done, move the speaker icon to the bottom right hand corner of your slide.



Scripts for Standardized Slides

There are a number of slides with standardized or recommended scripts. Refer to the following narratives for the indicated slides:

SLIDE 1: [Title slide]

“Welcome to the Society for Pediatric Sedation Online CME program. This CME activity... [is entitled... will discuss... etc.] ”

SLIDE 2: Target Audience and Objectives

“After participating in this CME activity, participants should be able to... [list objectives]”

SLIDE 3: Course Faculty

“The presenter for this course is... [insert your name, title, and institution] ”

SLIDE 4: Disclosures

“The faculty for this presentation has no disclosures, and this material has received no commercial support.” [Amend this statement if you have personal disclosures]

SLIDE 5: Accreditation and Designation of Credit

“This CME activity is jointly sponsored by the Vanderbilt University School of Medicine and the Society for Pediatric Sedation. It is available to SPS members. To obtain credit you must view the presentation, log in to SPS website and follow

the link to Vanderbilt CME website, and take the post-test. This activity has been designated for a maximum of 1 AMA PRA Category 1 credit and is available up to [TBD] ” .

SLIDE [last]: Apply for CME Credit

“This now completes the course entitled [TBD]. Please click the link to apply for CME credit.”