

# Washington Association of Physicians of Indian Origin

4/25/2020

2020 SPEAKER GUIDANCE FOR WAPI CME

Dear DR. Ashish Trivedi,

Your Topic *Sleep Hygiene* has been approved by UW for CME Category1 and MOC credit.

Due to the recent covid-19 outbreak we had to change the date of our live CME conference. We are still not sure of the date as yet but will keep you informed once we confirm it.

I still need to complete the application process and need the following from you.

- Financial disclosure. ( *attached the form* ) – please complete and return it to me in 2 weeks .
- Your PowerPoint presentation needs to be submitted 1 month prior to the event. ( *I have attached the info you submitted - to help with the PowerPoint presentation* )

## TALK:

1. The date of the program is not confirmed yet.
2. The duration of your talk time is: 10 minutes
3. You should set at least 5 minutes time for QA
4. Please submit your PowerPoint/outline one month before the event, as they must reviewed by the UW Quality Control Officer and Planning Committee.
5. Make sure to discuss your 3 questions you had submitted during your talk.

## POWERPOINT PRESENTATION:

1. **Size**– standard 4:3
2. **Font** size for
  - a. Title: minimum 30.
  - b. content: minimum 20
3. **Number of slides** in presentation: maximum 15 slides.
4. **Slides Content** - *Educational guidelines as per ACCME please make sure to include the below in your slides. Attached you will find a copy of what you submitted earlier for your info.*
  1. **Title of your Presentation Slide:** *Should be same as what was submitted*
  2. **Disclosure Slide:**
    - a. You are required to give your financial disclosure at the start of your presentation both verbally and within your presentation.
    - b. This slide should state - I have the following financial relationships to disclose:
      - o Consultation for:
      - o Speaker's Bureau for:
      - o Grant/Research support from:
      - o Stockholder in:

- o Honoraria from:
  - o Employee of:
  - o I have no Financial relationships to disclose
  - o I will not discuss off label use and/or investigational use in my presentation
3. **CME Objectives Slide:** Should be same as what was submitted.
1. Define good sleep hygiene
  2. Outline current recommendation regarding the sleep duration.
3. **Content Slides:**
- a. Content of slides should reflect the topic Indicated.
  - b. You will refrain from making recommendations, regarding products or services, unless all relevant products or services applicable to the same procedure or treatment are presented in an unbiased manner.
  - c. If you decide to add more slides later if you will need to resubmit the presentation for review by UW.
4. **Learning Outcomes Slide:**
- a. Make sure that the answers to your questions will be discussed in your presentation..
  - b. If you decide to change your questions, answers or feeder responses you will need to let us know by September 1<sup>st</sup> 2020, as we conduct a pre and post conference questionnaire and will have to update them in our survey.
- Attached you will find your Q&A

**TARGET AUDIENCE:**

- Typically, the target audience of WAPI conferences and CME activities are primary care physicians, residents, physician assistants, nurse practitioners, nurses, and other interested health care professionals. Programs typically attract between 50 and 200 participants.

**EVALUATION:**

- Participants will evaluate the overall conference and your specific presentation. Questions they will be asked are below. You will receive a copy of the tabulated evaluation within 4 weeks after completion of the program.

Evaluation Questionnaire	
Was the Content Relevant to my Work or Practice	
Rate the Quality of Each Presentation?	
Your Comments regarding this Lecture:	
Were The following Objectives were met	
<input type="checkbox"/>	Describe the philosophy/basis of yoga for therapeutic purposes.
<input type="checkbox"/>	Discuss the yoga therapy practices for stress related disorders.
<input type="checkbox"/>	Discuss the Importance of yogic breathing practices in health and disease.
There was adequate opportunity to ask questions during the activity	

The content was free of commercial bias
The information presented in this educational activity enhanced my current knowledge
The information presented in this educational activity provided new ideas or information I expect to use
The information presented in this educational activity addressed competencies identified by my specialty
Do you intend to make changes or apply what you've learned to your practice as a result of attending this activity?
List one thing you intend to change in your practice as a result of the information you received from this activity.
How do you think these changes will affect your patient outcomes?

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**HANDOUTS:**

- As previous participant evaluations indicate, participants strongly desire handout materials.
- If you do not submit a handout, a handout will be prepared from your PowerPoint presentation and placed online for the Audience

**AUDIENCE LEARNING OUTCOMES:**

As a requirement of our accreditation, we must document audience learning outcomes. Following the conference, the planning committee can then compare answers from the pre-test and the post-test to document learning outcomes. You will receive a copy of this outcome within 4 weeks after the conference.

***This activity will be planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the University of Washington (UW) and Washington Association of Physicians of Indian Origin (WAPI).***

If there are any questions throughout the preparation stage of your presentation, please feel free to contact me at [admin@wapiusa.com](mailto:admin@wapiusa.com)

Thanks

[Usha M Reddy MD](#)

Executive Director

Washington Association of Physicians of Indian Origin

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