Faculty Guide

Welcome and Thank You!
Conference Details

November 2-3, 2019: Preconference

November 4-6, 2019: Main Conference

Gaylord Palms Resort & Convention Center | Orlando

Conference Audience

Professionals in the hospice and palliative care field and related stakeholders in the following disciplines and roles:

- Advanced Nurse Practitioner
- Bereavement
- Nurse
- Palliative Care
- Pediatrics
- Physician
- Quality
- Regulatory and Compliance
- Social Work
- Spiritual Care
Member Feedback – Successful Sessions...

- Focus on: Results, Outcomes and Implementation Steps
- Spend most of the time getting to the **what** and the **how** versus the **why**
- Limit background information and jump right into the heart of the content
- Manage time wisely and build in time for questions
- Are more discussion based versus lecture
- Do not read directly from your slides

Resources – **Faculty Website**

- Deadlines, links to PowerPoint template, FAQs, helpful tips
- Upload: Your photo and mobile phone number
A few logistics to keep in mind....

- Review and confirm your session date and time
- Build in Q&A time and interactive elements into your session
- Session format:
  - Your session room will be set with a laptop, screen, LCD projector and a variety of microphones
  - NHPCO Education staff will greet you and be available for assistance
  - Our technology team will also greet you and be available for assistance
  - NHPCO will provide you with opening and closing comments (in your session room)
  - Ask a co-presenter or audience member to be your time keeper (time remaining signs will be in your session room)

PowerPoint Best Practices

- Conference PowerPoint template available on the Faculty Website.
- We recommend you use the conference PowerPoint template, if you use any other template make sure it has an aspect ratio of 16:9 so it will display correctly on our screens.
- PowerPoints are due **Friday October 11, 2019**.
- Participants will have access to a PDF of your slides and any additional handouts you’ve provided
PowerPoint Best Practices

• Remember session rooms are large (seating 75 – 100 people)
• Your presentation needs to be seen by those in the back of the room
• Make sure your presentation is easy on the eyes
• Keep text to a minimum
• Embed any music or video clips in your slides
• Let us know if you have any plans to play a video or access the internet during your presentation, email wallen@nhpco.org.

PowerPoint Best Practices

• Proofread and spell-check your presentation
• Use the PowerPoint Master Slide template for consistency
• If you choose to include copyrighted materials in PowerPoint slides/handouts, you must provide NHPCO with written proof that you have received permission from the publisher, author or artist. NHPCO is not responsible for copyright violations.
Thank You!

Contact us at wallen@nhpco.org if we may be of assistance.