



Chicago Dermatological Society

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CDS Monthly Conference Protocol Book & Resident Cases Powerpoint

Residents at the “host” institution play an important role in assuring a successful CDS monthly conference. In particular, production of the protocol book, posters and the case presentations PowerPoint are key factors. Please pay particular attention to the following steps. As always, if you have any questions, please ask! However, check the resources we’ve provided first as most meeting logistics probably are already covered there. Also, 1st and 2nd year residents should pay careful attention to meeting planning so they are familiar with the process if they are put in charge of these logistical tasks as seniors.

This information can be found on the CDS website at:
<http://www.chicagoderm.org/meeting-planning-resources>

Protocol Books

- Cases should be written up in the usual format (refer to previous protocols).
- The cases should be compiled into a *single* document that is page numbered. Add a table of contents as the first page. The second page (back side of the TOC) should be *blank*. **CHECK THAT THE PAGE NUMBERS MATCH!** It is easy to get out of order if edits or other changes are made after the table of contents is created.
- Be sure that the entire document is carefully proofread!!! Fix typographical errors or other corrections *before* you finalize and submit the cases. **Changes are not possible after the cases are submitted for printing.**
- Save the document (table of contents and cases) as a single PDF file. Do not send in Word format or as multiple files. Send via email to Rich Paul by the deadline for your meeting. Refer to the timeline document distributed to the chief residents; it also is posted on the CDS website (see “Meeting Planning Resources” under the Quick Links on the home page). This deadline is important as it affects production of the meeting materials and other critical logistical steps. We have been making all of the cases available to search for key words on the CDS website. Thus, please create the PDF document directly from your word processing document... *don't* print to paper and scan it. This way, the ability to search the document will be preserved.
- CDS will add the cover page, meeting program, CME credit statement and speaker information to what you submit before printing.
- Please note that we will print your cases *exactly* as you send them. Once we receive the cases, it is not possible to make any changes, so don't ask! Check your document before sending it.

Posters

- Beginning this year, CDS will be centralizing the printing of posters.
- Generally speaking, the deadline for submitting your posters will be the Friday before your meeting. Refer to the timeline chart for specific dates. **If you miss this date, then YOU will need to produce the posters.**
- Posters should be submitted in a PowerPoint file. **MAKE SURE YOU SET THE SLIDE SIZE TO “CUSTOM” WITH A 24" X 36" SIZE.**
- Send the PowerPoint file with all of your slides to the CDS office by the deadline. The posters will be brought to the meeting and prepared for display. Your department staff/residents are free to take the posters with you at the end of the meeting.

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PowerPoint Show for Case Presentations and MOC Questions

If you plan to use the audience polling system for *any* of your slides, then the following steps are required. Otherwise, prepare the PowerPoint as you see fit.

- Prepare your case presentations and assemble them into one single PowerPoint file. We realize this probably will be a very large file.
- For all of the polling slides, put the *question* in the “title” section of the slide and the *potential responses* in the bullet portion.
- **Use the “enumerated” bullet format, not “dots.”** The polling software looks for enumerated bullets and automatically sets up the slide to poll the audience.
- Make sure all of the slides have been proofread and are “final” *before* submitting. This means you should have conducted your practice sessions and reviewed the content with attending faculty first. **Once we are “on site” at the meeting, changes and corrections are NOT possible;** this is exceedingly disruptive and could very well ruin the overall presentation.
- Send the final PowerPoint file to the CDS by **noon on the Monday** before the conference. This allows us to test your show and the polling slides before we get to the meeting. Also, send a list of the slide numbers with polling questions so we can quickly check the formatting.
- Because this will be a large file, use the CDS “Hightail” uploading account –
<https://spaces.hightail.com/uplink/RichardPaulAssociates>

The instructions you’ll find at this web address are easy to follow, and the service is very reliable. We ask that you DO NOT use “Dropbox” or other file transfer apps.