



# SPEAKER PRESENTATION GUIDELINES

## ANCC AND IBLCE APPROVAL REQUIREMENTS

Presentations that are eligible to receive nursing education contact hours (CNEs) or continuing education recognitions points (CERPs) have the following requirements.

- Presentation objectives must be measurable and learner-centered. See the [Bloom's Taxonomy list](#) of verbs for reference.
- The information presented must be evidence based. All thoughts that are not those of the presenter must be cited using APA format on each individual slide as they are mentioned. References must be within the last 5 years.
- Presentations must conform to the International Code of Marketing of Breast-milk Substitutes and subsequent World Health Assembly (WHA) Resolutions.
- Presentations must be inclusive; this includes, but is not limited to, the use of gender inclusive language, diverse images and the use of an equity lens.
- All conflicts of interest must be disclosed. COI must be on a disclosure slide at the beginning of the presentation directly following the title slide. This slide must be read verbally. This should include disclosures of any financial interest that is related to the subject matter of the presentation such as any businesses you own, products you sell or books you have authored. Speakers may own their own business or work for an ineligible company but may not sell products from a commercial interest/ineligible company during their presentation.
- No commercial messages or business logos allowed. No business cards visible in the presentation room if the presentation is taking place in person.
- No verbal references for books that you have authored or products that you sell other than on the disclosure slide.
- Images need to be cited and written permission obtained by the copyright holder. That permission must be provided to USLCA upon request.
- Reference slide at the end of presentation must be included with all references used listed in APA format.
- Presentation and materials must be original and created by the author and may not violate intellectual property, including trademarks and copyrights of any third party.
- Slides will be reviewed for compliance and presentation edits may be required in order to meet ANCC and IBLCE standards. Failure to meet requirements may result in cancelation of presentation.

## TIMELINE FOR SUBMISSIONS

Deadlines allow our team of Nurse Planners and Professional Development Coordinator time to review your material before your presentation. Inability to meet deadlines may result in presentation cancellation or rescheduling.

- [Speaker Agreement](#) due 8 weeks before presentation date or as soon as presentation date is set.
- [Session Detail Form](#) due 8 weeks before presentation date.

- Draft of PowerPoint or PDF of slides due 3 weeks before presentation date.
- Handouts due 1 week before presentation.

## HANDOUT SPECIFICATIONS

Handouts are not required. Examples of handouts would be a copy of presentation slides, a page of references, a worksheet or information page related to your content.

- Handouts must be in PDF format.
- Presenters should note their permission to share guidelines to attendees.

## SESSION DETAILS GUIDELINES

The following questions will be asked on the [Session Detail Form](#). Use the following as a template to prepare the information prior to starting the online form. This information is to be used as a guide in preparing your presentation.

1. Current State: What is currently happening in practice that needs to be changed? (e.g. parents of late preterm babies are less likely to breastfeed)
2. Practice Gap: What is causing this situation? A lack of knowledge, skills, and/or practice? (e.g. lack of knowledge regarding preterm babies and breastfeeding)
3. Desired State: What do you want the attendees to learn in the session; what do you intend to change? (e.g. more parents of late preterm babies are able to breastfeed)
4. How do you intend to achieve this change? Must be measurable. (Check all that apply)
  - a. An increase in attendees' knowledge
  - b. Attendees can/will implement a new skill learned in presentation
  - c. Attendees can/will make a change in their practice
5. Learning outcomes: What do you want the attendees to learn or be able to do? Please list at least 3 measurable learning outcomes for your session. These will be used to advertise your presentation and inform attendees what they can expect to learn.
  - a. (e.g. By the end of the webinar, the learner will be able to: list 3 obstacles for parents of late term babies and a strategy for overcoming listed obstacle.
6. Please state how you intend to involve attendees during your talk. (e.g. PowerPoint, polls, handouts, etc.)

Presenters are responsible for ensuring that their submissions and presentations comply with all relevant guidelines. Contact the Professional Development Coordinator with any questions you may have at [Katie.Cohen@USLCA.org](mailto:Katie.Cohen@USLCA.org)