

June 24 – 27 juin 2021

20  
21

**COS ANNUAL MEETING AND EXHIBITION**  
**CONGRÈS ANNUEL ET EXPOSITION DE LA SCO**



## PRESENTATION GUIDELINES

### Virtual Audio-Visual Guidelines

The sessions will be presented within the virtual Annual Meeting platform. You can access your sessions through the Presenter Portal: <https://www.yourconference.live/COS/presenter> which **will open on June 4, 2021**.

Presenters can submit PowerPoint presentations only. The aspect ratio for the presentations is 16:9. Please do not include animations in your slide as this will not function in the virtual meeting platform. The event producer will cue your slide presentation during your session.

**Please arrive at your virtual session room 20 minutes early** and familiarize yourself with the set-up; confirm that your audio and camera functions are working properly. Close all other windows. Access the virtual session room through the Presenter Portal:

<https://www.yourconference.live/COS/presenter>

### Presentation Guidelines

As per Royal College of Physicians and Surgeons of Canada accreditation guidelines, speakers at the 2021 COS Annual Meeting and Exhibition are kindly asked to review and adhere to the following accreditation criteria:

#### **Disclosure**

Any and all financial interest or “in kind” relationships with for-profit and/or not-for-profit organizations over the previous two years, regardless of its connection or relevance to the topics discussed or mentioned during this event, must be declared by the speakers, moderators, and members of the planning committee. Disclosure must be conveyed to the audience as a second slide as part of any presentation and stated verbally. The second slide should be displayed for an appropriate amount of time for participants to read. A disclosure slide template is available.

If a speaker or moderator intends to make therapeutic recommendations for medications that have not received regulatory approval (i.e., “off-label” use of medication), this must be disclosed to the audience.



### Learning objectives

Please include the learning objectives for your talk in your slides. Learning objectives should be action-oriented and measurable, and should follow the sentence:

“At the end of this session, participants will be able to...”

### Balanced information

If specific products, services or therapeutic options are mentioned, there should be a balanced presentation of the prevailing body of scientific information on that product or service or therapeutic options. If unapproved or off-label uses of a product are discussed, presenters must inform the audience of this fact.

### Drug and device names

Drug, technology, device or product advertisements must not appear in any written materials, including but not limited to preliminary or final programs, brochures, **slides** or advanced notifications. Only generic names of medications, technologies and devices should be used, whenever possible. Use of generic names only or generic and trade names should be consistent throughout any presentation. If trade names must be used, balanced information across products should prevail and not reflect exclusivity and branding.

### Peer Selling

Physicians should not engage in peer selling. Peer selling occurs when a pharmaceutical or medical device manufacturer or service provider engages a physician to conduct an activity that focuses on or is designed to enhance the sale of its own products.

Faculty of CPD events may intentionally or unintentionally engage in peer selling of products, tools, or devices if their presentations are not balanced, objective, and evidence informed. Therefore, your presentation/activity must **not** include:

- Product-specific materials
- Product endorsements
- Product logos or branding

### Additional Questions:

Cheryl Ripley at [education@cos-sco.ca](mailto:education@cos-sco.ca)