Trauma Association of Canada
Association Canadienne de Traumatologie

Oral Presentation Guidelines

1. **Mandatory Conflict of Interest Disclosure (FIRST SLIDE)**

   In accordance with Royal College of Physicians and Surgeons of Canada accreditation standards:

- A **disclosure slide is required as your first slide**

  You must **verbally and visually disclose**:

  - Financial relationships (e.g., grants, honoraria, advisory roles)
  - Relevant affiliations or perceived conflicts

- If none exist, state:

  "I have no conflicts of interest to disclose"

2. **Timing (Strictly Enforced)**

- **10 minutes total**
  - 8 minutes presentation
  - 2 minutes Q&A
- Moderators will provide time warnings and may stop presentations exceeding limits

3. **Educational Design Requirements**

   All presentations must:

- Be **evidence-based and scientifically rigorous**
- Remain **balanced and free from commercial bias**
- Clearly align **conclusions with presented data**
- Highlight **relevance to practice, systems, or patient outcomes**

4. **Recommended Presentation Structure (8 Minutes Content)**

- **Title + Objectives (1 min)**
- **Methods or Approach (2 min)**
- **Results or Findings (3 min)** – focus on key findings only
- **Discussion & Conclusions (2 min)** – clinical implications

5. Slide Design Best Practices

- **8–10 slides maximum**
- Font size ≥ **24 pt**
- Use **minimal text** (≤6 lines per slide)
- Prefer **graphs/figures** over dense text
- Ensure all visuals are **clear and labeled**

6. Delivery Expectations

- Rehearse to ensure timing compliance
- Speak clearly and confidently
- Do not read directly from slides
- Emphasize **key takeaways**

7. Q&A (2 Minutes)

- Keep responses **concise and focused**
- Acknowledge limitations where appropriate
- Offer follow-up if needed

8. Technical Requirements

- **Email slides to Shannon LeNormand** (admin@traumacanada.org **by no later than Friday, April 17th.**
- Bring a backup copy (USB recommended)
- Arrive early to test AV equipment

9. Session Moderation

Moderators will:

- Introduce speakers
- Enforce timing
- Facilitate Q&A

Questions? Please email Cheryl Connors, TAC Executive Director, cconnors@traumacanada.org

Or phone: **1-855-403-5463**