

# Preventive Medicine 2010

## Speaker Materials Checklist and Notable Dates

		<ul style="list-style-type: none"> <li>• <b><u>Sessions Materials</u></b> As a speaker for <i>Preventive Medicine 2010</i>, you <b><u>must</u></b> submit the following:</li> </ul>
Nov. 1 <sup>st</sup> , 2009	<input type="checkbox"/>	<b>Learning Objectives</b> Three to five specific educational objectives stated in terms of what the learner will do differently as a result of having attended.
Nov 1 <sup>st</sup> , 2009	<input type="checkbox"/>	<b>Session Abstract</b> Please submit a session abstract not exceeding 100 words (see abstract's guideline attached)
Nov. 1 <sup>st</sup> , 2009	<input type="checkbox"/>	<b>MOC Questions</b> Three questions (and their answers) per hour of presentation time (see Item-writing Guidance, attached). These will help participants earn credit toward maintaining their Board certification.
Nov. 1 <sup>st</sup> , 2009	<input type="checkbox"/>	<b>Biography</b> Please submit 1 paragraph biological sketch
Jan. 1 <sup>st</sup> , 2010	<input type="checkbox"/>	<b>ACPM Speaker Forms</b> Please sign and fax as soon as possible ACPM's financial disclosure form (per CME regulations) and the speaker release form so ACPM can arrange to record your session/s. All forms must be submitted by <b>Jan 1<sup>st</sup>, 2010</b>
January 30 <sup>th</sup> , 2010	<input type="checkbox"/>	<b>Presentation Slides</b> Presentation slides (MS Office format) and/or a detailed outline of your presentation, fully covering the topics you will present.
ASAP	<input type="checkbox"/>	<b>Make Travel Arrangements</b> Please make your air travel arrangements through Portafolio Travel Agency at least 4 weeks prior to the conference. Also please make your hotel reservations by January 26, 2010 to get ACPM's discounted rate. See contact information below. For more details please review the speaker's policies.
May 1 <sup>st</sup>	<input type="checkbox"/>	<b>Expense Reimbursement Form</b> If you are not an ACPM member you are eligible for reimbursement. All expense reimbursements forms must be submitted to ACPM by May 1 <sup>st</sup> . No reimbursements will be given after the deadline. For more details please review the speaker policies.

Please make your air travel arrangements through:

**Portfolio Travel**

Phone: 202-966-4111

Make your hotel reservations at:

**Hyatt Regency Crystal City** (conference hotel): Tel: 703-418-1234