



54th Annual Southeastern Residency Conference

April 27 & 28, 2023

Presenter & Preceptor Instructions

On April 27th at 8:00am EST, we will have a quick welcome message from the SERC committee chair followed immediately by our keynote speaker. After Session I, we will breakout into presentation rooms and presentations will begin.

Presentations will be in-person at the Classic Center in Athens, GA. Residents will present at their scheduled times in their assigned rooms. You can create your own schedule of presentations to attend in SCHED. Be sure to submit evaluation forms for each presentation you attend (assigned and unassigned). Presenters appreciate feedback from all attendees!

Please read and follow all instructions carefully. We hope to make this a meaningful and engaging professional development opportunity for all participants.

- **Presentations**
 - **In-person April 27 & 28, 2023**
 - 15 min allotted per presentation
 - 12 minutes to present, 3 minutes for questions
- **Evaluations**
 - Attendees are encouraged to complete an evaluation for every presentation they attend.
 - To later claim CE, you have to complete evaluations for each session.
- **Continuing Education Credit**
 - **Deadline: May 28, 2023**
 - Up to 9.75 credit hours available depending on how many sessions you attend.
 - Session I: Welcome & Keynote Speaker, 0.75 hours
 - Session II-VII: Presentation sessions, 1.5 hours each
 - Although switching rooms is allowed during a single session, you must be present for 5 presentations per session to claim credit

Presenter & Preceptor Instructions

Instructions for Presenters

- Access SCHED using the system account invite sent via email. Invites will be sent on or before April 14th. Please check your junk/spam folders if you have not received an email invite from SCHED by April 14th.
 - Assure all abstract information is correct, and that results/conclusions are updated if “In Progress” listed during submission. You may update your abstract, if needed, prior to the start of the conference.
 - Upload a recent photo – this is very important for establishing a personal connection.
 - Add a brief biography not to exceed 150 words that includes:
 - 1 sentence with name, credentials, and current position
 - 1 or 2 sentences with education and previous training
 - 1 or 2 sentences with plans for future (PGY2, other training, new job)
 - 1 sentence with professional organization membership and involvement
- As a reminder, slides presented must include presentation objective and self-assessment question. Slides should be uploaded to SCHED before the start of the conference. Details for what presentations should include may be found at <https://sercpharm.org/abstract-information/>

Presentation evaluation process

- An assigned Moderator and Evaluator is scheduled for every room each session by preceptors and PGY2 residents.
- Most preceptors and some PGY2s will be assigned to moderate or evaluate at least one session on April 27 & 28, 2023.
- Assigned Evaluators must submit an evaluation form for each presenter assigned to them.
- To claim CE, all attendees should submit an evaluation form for each presentation they attend.
- There is also a feedback form within SCHED that can be utilized *in addition* to the evaluation form. This is a quick emoticon rating that the presenter can see immediately within SCHED.

Presenter & Preceptor Instructions

Instructions for Preceptors

- Access SCHED using the system account invite sent via email. Invites will be sent on or before April 14th. Please check your junk/spam folders if you have not received an email invite from SCHED by April 14th.
 - Review your profile
 - Verify your profile information is correct
 - Add a photo – this is very important to establish a personal connection
 - Consider adding a brief biography
- **Moderators:** You will need to be present in your scheduled room during your scheduled session. The moderator/evaluator schedule has been sent out via email and posted under the documents tab in SCHED. Your primary job is to introduce the residents before they present, keep order within the room, and remain on schedule. Additionally:
 - If a presenter is being asked a lot of questions and their 3 minutes is getting close give a reminder.
 - Only allow presenters to present at their designated time on the schedule. Do not allow a presenter to go early if another presenter is not present during their time. This will allow others to plan which presentations they would like to see. Each presenter gets 12 minutes to present and 3 minutes for Q&A.
 - Confirm technology is working
 - Remind audience to silence mobile devices
 - Request audience to complete and turn in evaluation form at end of each presentation
 - Post session codes sign on lectern (white clip provided) at the END of the session
- **Evaluators:** You will need to be present in your scheduled room during your scheduled session. The moderator/evaluator schedule has been sent out via email and posted under the documents tab in SCHED. Your primary job is to compile paper evaluations and to provide them along with immediate feedback to each presenter during your session following their presentation. Additionally:
 - Ensure appropriate amount of evaluation forms available and distribute to audience prior to each presentation (located in plastic box in back of room)
 - During Q&A portion, facilitate discussion by asking presenter a question as needed