**RVU OMS III VGR Presenting Checklist**

After Approval:

 Find two experts (preferably preceptors or outside experts).

 Find peer student presenters (usually 2-3 additional presenters total)

 Begin the IRB process where necessary

Schedule organizational meeting times starting one month before the presentation (No longer than 30 minutes long)

One Month before Presentation:

Meeting Agenda:

Identify Presentation Participants

Identify Learning Objectives of the Session (2 clinical and 2 EBM/IPE)

Validate IRB approved

 Make Presentation Assignments

Confirm weekly meeting times

Three Weeks before Presentation:

Meeting Agenda:

 Presentation Outline

Identify Presentation Research Concerns

Identify board-relevant materials

Confirm availability by all participants and plan for additional participants

Two Weeks before Presentation:

 PowerPoint Fact Check by a content expert

 Set the timing of the PowerPoint (assign time to every presenter).

Make sure the expert time is ~1/3 to ½ of the presentation

Patient time is 10-15 minutes

Meeting Agenda:

 PowerPoint Run-through

One Week before Presentation:

Send interactive questions to the Director

Meeting Agenda:

 Presentation Run-through

 Gather bios for experts

Day of Presentation:

Assign someone available to fact-check from the chat

15 Minutes Before the Presentation

 Test PowerPoint and Screen Sharing and Polls