**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