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Presentation information for faculty

Human Research Protection Office, Washington University School of Medicine in St. Louis

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Presentation information for Faculty

Keynote Presentations

Your session will take place in the main auditorium. Keynote speakers will have the entire time allotted on the agenda. Please leave time for questions from the audience. Please arrive 15-30 minutes early so that the technician may acquaint you with the audio/ visual equipment. The main auditorium is located on the main level of the Eric P. Newman Education Center. This session will be audio taped and may be videotaped as well.

If you elect to use a PowerPoint presentation this will be due by Friday, September 16, 2011. Please send any Powerpoint presentations to Sarah Fowler-Dixon, PhD at fowlerds@wusm.wustl.edu or Carla Pinkston at pinkstonc@wusm.wustl.edu. Presentations received by September 16th will be preloaded and available to conference attendees. Conference materials will be posted under Conference Resources located on the left hand menu of the Conference website.

If your presentation is not sent by September 16, 2011, we ask that you bring a copy on a thumb drive with you to the conference site.

Plenary Presentations

In each Plenary session, there will be more than one speaker as well as a facilitator. Facilitators will introduce the speakers and take questions from the audience. Please take this into consideration when preparing your presentation.
Day One plenary is 60 minutes in length total with two speakers.

Day Two plenary is 90 minutes in length total with 5 speakers; each group will have 30 minutes for their presentation and questions from the audience.

Please arrive 15-30 minutes early so that the technician may acquaint you with the audio/ visual equipment. The main auditorium is located on the main level of the Eric

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P. Newman Education Center. This session will be audio taped and may be videotaped as well.

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Breakout Sessions

Breakout sessions will be assigned to either the main auditorium on the main floor of the Eric P. Newman Center, Seminar A or B on the second floor of the Eric P. Newman Education Center based on number of individuals pre-registered for a given topic. Your presentation should be no more than 40 minutes in length to give time at the beginning for introductions and at the end for questions. This session will be audio taped.

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You may wish to visit the room assigned prior to your presentation to become familiar with the audio/ visual equipment if assigned to Seminar A or B. For those assigned to the main auditorium, please arrive 15-30 minutes early so that the technician may acquaint you with the audio/ visual equipment.

Round Table Leaders on Day Two

Brenda Battle has been invited to give the audience a direction for the discussions that occur and are based on the previous Panel Discussion. Those acting as Round table leaders will greet those that select their table and ensure that those discussions take place.

Conference attendees will be allowed to select their tables at the time of the session. Tables will be designated with one of three topic areas: *Getting started in forming a partnership, Working through partnership issues, or Sustaining a long-term partnership.* These are the same topics that will be talked about in the Panel Discussion. This gives attendees the opportunity to network and to begin thinking about issues that can be discussed in further depth during the Think Tank sessions.

Some tips for facilitating the table include:

- having everyone introduce him/ herself
- having those at the table share experiences related to the table topic
- have those at the table express what they think is the most important aspect of a community-university partnership or the most critical points in starting and/ or sustaining an successful partnership
- encouraging questions and answers from those seated at the table.
- allowing those at the table to network with each other.

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Table leader assignments will be made just prior to the conference and is based on number of attendees. No one will be assigned to take notes.

Networking Lunch on Day Two

This is an opportunity for conference participants to meet and network with each other around a given area of research. Those at the table will facilitate discussions and help those electing this lunch option to meet individuals who may be interested in forming a partnership. No formal presentation will take place. Networking lunches will take place on the third floor of the Eric P. Newman Education Center.

Think Tank sessions on Day Two

Those facilitating these sessions may wish to begin with a brief introduction/ presentation to get the audience thinking about challenges and strategies in the specified area of the Think Tank. The facilitators will help elicit ideas, information sharing, strategies, that a scribe can jot down to be reported at the closing session and further disseminated in white papers and possibly articles. Any individual present in the Think Tank session may be selected to give the report scheduled for the end of the day. A 15 minute time period between the Think Tank session itself and the reports have been allotted so that those giving the report will have time to gather their thoughts.

No audio/visual equipment will be available. You may use handouts or just jot down a few key points to begin the discussion. If you wish to use handouts, this will be due by Friday, September 16, 2011. Please send any Powerpoint presentations to Sarah Fowler-Dixon, PhD at fowlerds@wusm.wustl.edu or Carla Pinkston at pinkstonc@wusm.wustl.edu. Presentations received by September 16th will be

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preloaded and available to conference attendees. Conference materials will be posted under Conference Resources located on the left hand menu of the Conference website.

No handout materials or formal presentation is necessary. This is a conversation to elicit thoughts, ideas, and strategies that can be shared with others.