



INTERNATIONAL
ALLIANCE OF
ALS/MND
ASSOCIATIONS

16th Annual Allied Professionals Forum
Scottish Event Campus | 6 December 2018

Thank you for agreeing to participate in the Allied Professionals Forum (APF).
Enclosed with this letter, you will find:

- **Notes for Platform Presenters**
- **Alliance Website Inclusion of PowerPoint Presentation Release Agreement**

Please complete and return the Release Agreement **no later than 1 November 2018**. Submit completed forms to Sara.Feldman@tuhs.temple.edu.

Please note: *The agreement does not have to be signed by hand.* Insertion of your name and date in the signature space is assumed to be your signature.

****Please select one (1) presenter.** If there are two or more authors, only one should present. If you haven't already done so, please register to attend the APF as soon as possible [here](#). Presenters are required to register.

I will ask that you submit your presentation via email or Dropbox 1 week before the event. (I will send further instructions on this closer to the event date).

Our AV staff will be on-site with laptops throughout the day of 5 December 2018, in advance of the APF. You can visit them in the speaker room. If you are using embedded video, sound or any techniques other than "basic PowerPoint," please seek the assistance and support of the AV technicians.

Our Co-Chairs Rachel Boothman and Sara Feldman will be chairing the sessions at this year's APF. Please make yourself known Rachel or Sara at the beginning of the session in which you are to present. If you are presenting in the first session of the morning, please find the Chairs at least 15 minutes before our scheduled start time. They will be standing at the front of the room!

Before each break, speakers for the next session will be asked to meet at the front of the room. Please do so promptly so we can provide an overview of the technology and timing and let you get off to the break. Should you have any further questions, please contact me at Sara.Feldman@tuhs.temple.edu. We look forward to seeing you in December!

Warm regards,

Sara Feldman and Rachel Boothman
Co-chairs, Program Committee
Allied Professionals Forum



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Notes for Presenters

The Allied Professionals Forum (APF) aims to attract delegates from a wide range of health and social care disciplines. Our goal is to foster understanding and share information about ALS/MND, its impact and management. Time for questions/discussion following each presentation is crucial to the success of the event.

The following notes should help platform speakers ensure a successful presentation.

General Guidelines for All Presenters

- ❖ Session Chairs will be strict with timekeeping. Please note that, presentations should be no longer than **15 minutes**, leaving the remaining **5 minutes** for questions/discussion.
- ❖ All presentations should use Microsoft PowerPoint.
- ❖ Single projection only is provided.
- ❖ Please use a minimum text font size of 18.
- ❖ Please make sure that you include in your presentation:
 - Listing of any disclosures
 - 3 outcomes you expect for the audience
 - Contact information (on the final slide)
- ❖ Try to restrict information on your slides to 5 key points at most.
- ❖ Please focus on accessibility. If dealing with a specific subtopic, please ensure that complex terminology is explained. Do not assume that the audience will understand precisely what you are talking about if you refer to a particular technique or research technology.
- ❖ Leave time to summarise and highlight the 'take home messages'



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**Alliance Website: Inclusion of PowerPoint Presentation
Release Agreement**

The undersigned enters into this Agreement with the International Alliance of ALS/MND Associations ("the Alliance") on the date set forth below in relation to the Allied Professionals Forum in Glasgow, Scotland, UK, on 6 December 2018.

I have been advised and understand that the Alliance will be including my PowerPoint presentation on the Alliance website (www.alsmndalliance.org) or an alternative website with Alliance agreement. I have also been advised that photographs of my presentation may be shared on the Alliance website or through social media. As a presenter at the Allied Professionals Forum, I give the Alliance permission to share my presentation file and images from my presentation.

I also understand that the Alliance will embed my verbal presentation into my PowerPoint presentation and make that video presentation available on the Alliance website through YouTube. (For examples of this, visit the archives from previous years on www.alsmndalliance.org).

As a presenter at the Allied Professionals Forum, I agree to my PowerPoint presentation embedded with my verbal presentation being included on the Alliance website or a dedicated website accessed via the Alliance website for the purposes of education and extending the reach of knowledge shared as part of the Allied Professionals Forum.

Name:
Address
City:
State:
Zip/Post Code:
Country:

Signature: _____ Date: _____

Note: Complete the **Alliance website inclusion of PowerPoint Presentation Release Agreement** by inserting the requested information and the name of the respondent in the signature space.

Submission by email to Sara Feldman, Co-chair of the Allied Professionals Forum, at sara.feldman@tuhs.temple.edu will be consent of the person submitting the document to the terms included in the document.

Please return the completed form by **1 November 2018**.

Physical signing of the document is not required.