**Presentation Checklist**

[ ] Watch the video guide on 10 tips to looking & sounding great on camera to prepare for your pre-recorded presentation

* [Click here](https://ubm.box.com/s/ieoud1j3oscu8tvp9ejwj5tjxhskx9k6) to view the preparation video

[ ]  **Important guidelines to follow when recording your presentation:**

* **Scientific presentations:**

[ ]  Avoid any placement or mention of name brands, companies, products or branding, etc., within the video, verbally stated or within the PPT (so nothing on your clothing, desk or in the background, etc.)

* See [CME accreditation guidelines](https://ubm.box.com/s/rvuoj6zt3dpjkvt7lo5uvwzljhviam52)

[ ]  Make sure to either include disclosures, learning objectives and references in the slide deck, or verbally mention these during your recorded presentation

**Example of acceptable learning objectives:**

* + Define axillary hyperhidrosis
	+ Discuss challenges in treating axillary hyperhidrosis
	+ Describe the energy based devices studied for AHH, their outcomes and side effects
* **IMPORTANT NOTE:** Failure to follow these guidelines will result in the presentation being rejected and will need to be re-recorded.
* **Practice Management presentations:**

[ ]  Do not use this time to self-promote, keep your content educational – only include logos and contact details on your last slide or in your verbal closing.

* **IMPORTANT NOTE:** Failure to follow these guidelines will result in the presentation being rejected and possibly removed from the program.

[ ]  Record your presentation using Zoom

[ ] Watch the video guide on how to record your presentation

* [Click here](https://ubm.box.com/s/n9cnjlo004trkl0hqx4zrhhn037we6tt) to watch the speaker training video and view the step by step pdf guide for recording on Mac

 Or

* [Click here](https://ubm.box.com/s/d4kfd2xzloemwfphym8dev4m15kakdtw) to watch the speaker training video and view the step by step guide for recording on a PC

[ ]  My presentation stays within my allotted presentation time (i.e. 15 minutes / 20 minutes / 30 minutes)

[ ]  Upload your pre-recorded video presentation(s) **by** **October 9, 2020**

* + Due to the AV production and CME review it is extremely important you upload your presentation by August 25th to ensure inclusion in the virtual program.
	+ Uploaded submissions will be considered final and no new files can be accepted.
* **Complete a disclosure form:** <https://globaleducationgroup.com/Disclosure-Form>
	+ Your video presentation cannot be reviewed for CME accreditation until you have completed the disclosure form.
	+ If you have already completed a disclosure for MCS 2020 or VCS 2020 you do not need to complete another disclosure.

[ ]  [Click here](https://www.metrommedia.com/tasspeakersubmission) then follow the forms instructions to upload your **final** presentation.

[ ]  Download your virtual schedule online in your Speaker Account and mark your calendar if you want to watch your session.

[ ]  If you are participating in session with a live Q&A included, we kindly ask you please wear the same outfit in both the prerecorded videos and live Q&A on the day of your session.

[ ]  Get ready for an amazing Virtual TAS 2020!