

**AAAAI Procedures for the Development and Use of Slide Sets
Teaching Slides**

Revisions Approved 4.28.2021

Teaching Slides

The AAAAI slide sets are developed by experts in the field of allergy to assist AAAAI members when presenting topics related to allergic and immunologic diseases to other healthcare providers outside of the specialty. As a benefit of membership, online access to download and use the slide sets for presentations is available only to members through the password protected section of the AAAAI Web site.

The following procedure outlines the development of Teaching Slides.

Procedure for Developing New Teaching Slides:

I. Core Slide Sets

- A. Up to date slide sets will be maintained on the following core topics:
- Allergic Skin Disease (incl. diagnosis and treatment)
 - Allergy Testing
 - Anaphylaxis
 - Asthma: Basics (pathophysiology, triggers, management)
 - Asthma: Difficult to Control
 - Asthma: New Therapies and Indications
 - Basic Immunology
 - Drug Allergy
 - Environmental and Occupational Allergies
 - Eosinophilic Esophagitis
 - Food Allergy
 - Immunomodulation
 - Immunotherapy
 - Primary Immunodeficiency
 - Rhinitis
 - Sinusitis
 - Social Determinants of Health
 - Urticaria and Angioedema
- B. The CME/MOC Committee will work with the appropriate Interest Section committees to identify authors who will develop these slide sets.
- C. All teaching slides will be reviewed at least once every two years and edited as needed to ensure that current information is included in the slide sets.

II. Elective Slide Sets

1. Any member or group of members (the “design committee”) can propose a topic for new teaching slides by submitting an application to the CME/MOC Committee. **An application should be submitted prior to the development of the slides.** If the application is approved, the committee will be instructed to proceed with slide development

Slide Development Guidelines:

1. Teaching slides are intended as a tool for educating non-allergist/immunologist healthcare providers about allergic and immunologic diseases. Slide content should be determined with this audience in mind and include evidence-based recommendations on when a patient should be referred to an allergist/immunologist for care.
2. Credit will be provided on an introductory slide to the primary author and/or design committee that developed the slide set.
3. Teaching slides may not include figures or images copyrighted by organizations or individuals other than the AAAAI. Only figures published in AAAAI journals may be included in teaching slides. Authors will collaborate with AAAAI staff to secure the appropriate permission to reproduce these images. Slide authors should utilize original graphs, charts, and other figures whenever possible.
4. Any patient images included in slides must have proper consent and may not show a recognizable likeness of an individual unless consent has been provided in accordance with HIPAA regulations.
5. Color images should be saved as .jpg files before inserting into a slide when possible.
6. Slides must be appropriately referenced and should include citations in the Speaker Notes of the PowerPoint file.
7. Each slide set will have **30-50 slides**.
8. Slides will be submitted electronically as PowerPoint files using the formatting standards listed below.

Slide Format:

1. A master slide will be provided to maintain a consistent format/background/logo for all slides. Slide authors should maintain the color scheme and font choices included in the slide master.
2. Slide content should be entered using Arial font, not smaller than 36 point for slide titles and not smaller than 24 point for slide content.
3. No more than eight lines or bullets per slide.
4. Do not use bright orange/red colors or red/green combinations. This should be avoided as they can negatively impact the audience's ability to read slide content.
5. Use of speaker's notes is recommended.

Use of Teaching Slides by AAAAI Members

1. Please refer to the attached "Copyright Guidelines for Use of Teaching Slides by AAAAI Members" before making use of a slide set available on the AAAAI Web site. Questions about the use of slide sets can be directed to the AAAAI education staff at cme@aaaai.org.



Copyright Policies and Procedures Internal (Member Use)

Copyright Guidelines for Development of Teaching Slides

The AAAAI slide sets have been developed by experts in the field of allergy to assist other AAAAI members when presenting topics related to allergic and immunologic diseases to healthcare providers outside of the specialty. As a benefit of membership, online access to all sets is available to members through the password protected section of the AAAAI Web site.

Background

Visual presentations—delivered via PowerPoint or other technologies—and handouts are essential components to quality continuing medical education. It is not uncommon for faculty members preparing such presentations and materials for use in activities sponsored by an educational organization such as the AAAAI to include therein limited materials copyrighted by another party.

Although limited use of limited portions of copyrighted materials of others may be permissible under applicable copyright law, it is the policy of the AAAAI to exercise utmost effort to respect the proprietary rights of authors and other creators of medical education works in AAAAI-sponsored activities.

All materials created as a member of the AAAAI and/or one of its constituent committees becomes the property of the AAAAI.

Policies and Requirements

AAAAI requests that Academy members preparing Teaching Slides for use by AAAAI members be aware of the following policies:

1. Slide authors should utilize original graphs, charts, and other figures whenever possible. The use of copyrighted materials for slide sets must be confined to those published in AAAAI journals (copyright held by the AAAAI). Authors should collaborate with AAAAI staff to secure the appropriate permission to reproduce these images.
2. Slide authors may repurpose materials copyrighted by the AAAAI without securing advance permission. This includes content published in AAAAI journals. Slide authors should notify AAAAI education staff of any AAAAI-copyrighted materials included in their slides when they are submitted for approval.

Copyright Guidelines for Use of Teaching Slides by AAAAI Members

1. All Teaching Slide sets are copyrighted by the AAAAI.
2. Members may use the slides to support educational activities in which they present, in both live and enduring formats.

3. If slide sets are used in their original format, the AAAAI should be referenced as the author of the slides.
4. As a benefit of membership, Academy members are permitted to edit and adapt the slide sets to meet their needs. If an Academy member edits a slide set, s/he is required to remove all AAAAI branding from the slides. The member should cite the AAAAI as a source referenced within their presentation.