

## 2024 AAAAI/ACAAI Joint Board Review Course Speaker Guide

This document reviews the expectations of a speaker for the virtual 2024 ACAAI/AAAAI Board Review Course.

### 1. Complete the required faculty form, which will be sent after speaker acceptance

This form will ask for:

1. Speaker disclosures of financial relationships
2. W9 information for reimbursement purposes
3. Faculty attestations
4. Speaker biography and an uploaded headshot.

### 2. Record a talk by January 15<sup>th</sup>, 2024, on your topic(s)

Speakers will be asked to **record their own presentations** and upload them on a form provided by the AAAAI. Presentations should include the following:

1. Objectives at the beginning of the talk
2. One or two slides stating explicitly high value facts/concepts to remember for the board exam
3. If your talk is 40 minutes, two practice questions within the talk itself

If speakers require assistance setting up a Zoom call to record themselves, they can email [cme@aaaai.org](mailto:cme@aaaai.org). Best practices regarding virtual presentations can be found [here](#).

### 3. Provide a copy of your slides for participants to review by January 15<sup>th</sup>, 2024

Speakers will be asked to provide a copy of the same set of slides they used for their presentation, in PDF format. Course participants will be able to reference these slides as study material.

### 4. Provide 2-3 learning objectives for each talk you record by January 15<sup>th</sup>, 2024

Learning objectives are an important way for course participants to check their progress. Best practices regarding quality learning objectives can be found [here](#). Formatting for learning objectives should follow these guidelines:

1. Start with a verb
2. No period at the end of the objective

*Learning objective example:* “Identify barriers to quality improvement involvement during fellowship”

**Provide 2-3 questions (distinct from those within your talk) on your topic(s) to contribute to a board review study guide quiz by January 15<sup>th</sup>, 2024**

In addition to video content, the board review course will provide participants with a quiz to test their knowledge of the material presented. We ask all faculty to submit 2-3 questions and answers for their section of the course in the following format:

Question?

1. Answer 1
2. Answer 2
3. Answer 3
4. Answer 4

Correct: Answer 3, because... (1-2 sentence explanation).