



**Teaching Slides**  
**Procedures for the Development and Use of Slide Sets**  
*Reviewed and Approved by the Education Division of the Board of Directors, November 2014*

**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:
  - Food Allergy
  - Allergic Skin Disease
  - Environmental and Occupational Allergies
  - Primary Immunodeficiency
  - Allergy Testing
  - Eosinophilic Esophagitis
  - Immunotherapy
  - Anaphylaxis
  - Urticaria and Angioedema
  - Rhinitis
  - Immunomodulation
  - Asthma (Difficult to Control)
  - Drug Allergy
  - Sinusitis
  - Basic Immunology
  
- B. The Practice Improvement Subcommittee of PIEC will work with the appropriate Interest Section committees to develop these slide sets. 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 Practice Improvement Subcommittee. **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. The slide authors ensure that no copyright violation exists and if materials are copyright protected the material is approved for use by owner (See “Copyright Guidelines for Development of Teaching Slides” below).
4. Any pictures 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. Slides must be appropriately referenced.
6. Each slide set will have **30-50 slides.**
7. Slides will be submitted electronically in PowerPoint format.

### **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. Recommend fonts on slide titles are not smaller than 36 point and bullets are no smaller than 24 point.
3. Do not use bright orange/red colors or red/green combinations as they make it difficult for the audience to see.
4. No more than eight lines or bullets per slide.
5. Use of speaker’s notes is recommended.

### **Charts/Graphs/Pictures**

1. Color images should be saved as .jpg files before inserting into a slide when possible.
2. Images extracted from published works, including those of the authors, are copyrighted materials and a copyright release is required to repurpose these. Please note the source of any images or graphics included in the slide set so that permissions can be acquired per the copyright policy below.

## **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 Steve Folstein, AAAAI Director of Education, at (414) 272-6071 or [sfolstein@aaaai.org](mailto:sfolstein@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 other 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. Authors of AAAAI-sponsored Teaching Slides should refrain from incorporating materials copyrighted by others whenever possible unless the written permission of the author or other copyright holder is first obtained to the use of such materials for such an AAAAI-sponsored activity.

## Copyright-Development of Slides (continued)

2. When copyrighted material of others are used as described in Item 1, above, the author must cite the source of the copyrighted material which must include a valid copyright notice (i.e., “Copyright © 2003. John Doe, M.D.”).
3. Authors must also provide AAAAI with proof that the appropriate permission has been obtained from the copyright holders or collaborate with AAAAI staff to secure the necessary permissions.
  3. Slide authors may repurpose materials copyrighted by the AAAAI without securing advance permission. This includes content published in *The Journal of Allergy and Clinical Immunology* and *The Journal of Allergy and Clinical Immunology: In Practice*. Use of materials from these sources must be documented when slides are submitted by the authors.

## **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 her/his presentation.

## Request to Use Copyrighted Materials

Date: \_\_\_\_\_

Dear Permissions Editor:

I request permission to reproduce and include, with appropriate credit, the following works created, owned and copyrighted by you:

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(the "Copyrighted Works") in the materials created by me entitled \_\_\_\_\_ in connection with [**Name of Teaching Slides**], an educational material sponsored by the American Academy of Allergy, Asthma and Immunology, Inc. (AAAAI). The AAAAI is a non-profit medical specialty society of more than 6,000 allergists, immunologists, and allied health professionals.

Consideration of this request at your earliest convenience will be most appreciated.

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**Permission is hereby granted for use of the Copyrighted Works as set forth above. I am (we are) the sole holder of the copyright and other intellectual property rights. I (we) have sole power and authority to grant the permission set forth herein and that no other person or entity is required to consent or approve the permission set forth herein.**

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**Attach additional sheets for additional owner signatures, as needed.**

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