

## Speaker Check List

Program Name: \_\_\_\_\_

Program Number: \_\_\_\_\_

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

Speaker Name: \_\_\_\_\_

Speaker's Presentation TIME: \_\_\_\_\_

1. \_\_\_\_\_ Current CV
2. \_\_\_\_\_ Biosketch to be included with your handout
3. \_\_\_\_\_ A statement of three or four objectives which will be covered by the topic discussed
4. \_\_\_\_\_ Three or four questions with multiple choice - **a through d** - answers (one correct with three detractors), along with a separate answer key  
**\*\*\* Due March 29<sup>th</sup>\*\*\***
5. \_\_\_\_\_ *For Lectures:* an outline (2 - 10 pages in length). If you are using copy from a PowerPoint presentation please use only three (3) slides per page or two slides if your type is small.
6. NA *For Workshops:* a case study along with discussion questions
7. \_\_\_\_\_ A list of references (either bibliography or several suggested readings)
8. \_\_\_\_\_ Any additional handout materials, e.g., brochures, pamphlets, etc. (if applicable)
9. \_\_\_\_\_ Signed copy of ACP policy on non-commercialism for speakers