

ATIA Online Course Speaker Guidelines and Tasks

Online Course Speaker Deliverables Schedule

Speaker Items Due	Notes	Due Date
Proposed Orientation Dates/Times	Please provide me with 3 dates and times (approximately 1 hour) 1 month before your presentation scheduled date.	1 Month Prior to Presentation or ASAP
Quiz Questions	Quiz questions must be multiple choice and/or True/False and should relate to the Learning Objectives as listed in your presentation.	1 Week Prior to Presentation or ASAP
PowerPoint Presentation/Google Slides & Additional Handouts/Poll Questions	Please include Alt Text for all pictures. These items will be discussed during your orientation.	1 Week Prior to Scheduled Live Broadcast

Proposed Orientation Dates/Times

The moderator (a member of ATIA's staff) and the online course speaker(s) use this time to coordinate the details of presentation. We block out an hour of time for the orientation, but usually if everyone comes prepared, the orientation is around 30 minutes. Please reference the orientation checklist prior to the scheduled call:

Orientation Checklist:

- Are you able to call in 30 minutes prior to your live-broadcast scheduled time to do a few system checks?
- Are you using PowerPoint or another program to present your content (i.e. Google Slides)?
- Will you be showing videos? If so, are you able to provide them to us as an mp4 or will you be playing them directly from your computer or a website?
- Do you plan to use Desktop Share? For example, will you be showing your desktop or tablet to demonstrate a task or visit a website during your presentation?
- Are you able to present using a hardline rather than Wi-Fi?
- Are you able to call in rather than using a microphone? Will you be using a headset or speaker phone?
- Will your presentation be interactive? Do you have poll questions?

CEU Requirements and Quiz Guidelines

There have been a few changes to the CEU program requirements for the Online Course Program. Please review the following:

1. Speakers will now be required to **include their Learning Objectives on the second slide in their presentation and Speaker Disclosures on the third slide in their presentation** as part of the CEU requirements provided by IACET. You can use your learning objectives as listed on your online course page in the [ATIA Learning Catalog](#). Speaker Disclosures should be the same as submitted in your Speaker Agreement and include and references to financial and non-financial relationships as listed in the Speaker Bio.

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2. Speakers will also be required to provide us with a short quiz for attendees 1 week prior to their live broadcast date. The quiz questions should be multiple choice and true/false and should relate to the Learning Objectives. Attendees have to get at least 80% correct in order to obtain CEUs, so we suggest that you write a combination of 5 multiple choice and true/false questions. Please include an answer key.
3. Speakers will be required to review their learning objectives at the end of the presentation and confirm that the attendees have met the learning objectives.

For your reference, CEUs for the ATIA Online Course Program are provided by ATIA, who is accredited by the [International Association for Continuing Education and Training \(IACET\)](#). ATIA complies with the ANSI/IACET Standard, which is recognized internationally as a standard of excellence in instructional practices. As a result of this accreditation, ATIA is authorized to issue the IACET CEU. ATIA is also an approved ASHA CE Provider. ASHA CEUs are provided to registered attendees for select ATIA online education courses. For more Continuing Education information, please visit the [ATIA Online Education Continuing Education Credits webpage](#).

PowerPoint Presentation, Additional Handouts, & Poll Questions

Speakers are required to provide their PowerPoint presentation or a link to their Google Slides presentation to ATIA so that we can distribute it to attendees for their reference as a handout 1 week prior to the scheduled live broadcast. Please note the following items for your PowerPoint/Google slides:

- Include the Learning Objectives as listed on the ATIA website on the **second slide** of the presentation. Include Speaker Disclosures on the **third slide**.
- Please list your contact information, should you wish to share it with attendees, on the **last slide**.
- Alt text should be included for every image throughout the presentation. Instructions on how to add Alt Text are [available here](#).
- ATIA's Online Course Platform, AdobeConnect, is an accessible platform. Please refrain from using transitions, embedded video, or non-standard fonts in your presentation, as AdobeConnect may change the appearance of your slides once loaded to the platform. Try to keep it simple!
- If using Google Slides to present, you will use the Desktop Share feature of Adobe Connect to share your presentation with the attendees.
- Copyright permissions: If you are sharing images, quotations or information from other sources, please be sure that you have the correct copyright permissions to do so.
- Photo / Video releases: If you are sharing photos or videos of individuals, please make sure that you have obtained the appropriate releases to do so.

HIPPA Compliance: If you are sharing any information about patients, please be sure you are in compliance with HIPPA requirements. For more information, visit: <https://digitalguardian.com/blog/what-hipaa-compliance>

If you would like to share any **additional resources or handouts** with your attendees, please make these files available to ATIA staff via e-mail to onlinespeaker@atia.org or DropBox one week ahead of your presentation.

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If you would like to ask any **poll questions** of your attendees during the presentation, please provide ATIA staff with your multiple choice poll questions either during your orientation or 1 week ahead of your presentation.

Video Files

If you would like to show a video (or videos) during your presentation, please let ATIA Staff know during your orientation. **The videos will need to be in .mp4 file format** and will need to be shared with ATIA staff at least 1 week before your presentation. If your video files are too large to send via e-mail, please consider uploading them to DropBox. Please note that while we are able to show multiple videos during a presentation, we have found that the best quality presentations have a small number of short videos. Too many videos, or videos that are too long/large, may create additional loading time during the presentation or create issues with bandwidth.

To successfully show a video during a presentation, please do the following:

- Switch to video layout for the specific video you would like to show
- Press “play” and then immediately press “pause”.
- Introduce the video to your attendees, explaining what they will see. Allow for at least 10 seconds to pass during your introduction, so that the video has enough time to load and buffer.
- Once the video has loaded, press “play” again.

Unfortunately, we are not able to download videos for speakers from **YouTube**. If you would like to show a video and do not have access to the file, but do have a link for YouTube, you may show the video using a Desktop Sharing layout. However, please note that this will result in reduced visual quality for the video. Please plan accordingly.

Closed Captioning

ATIA contracts with ACS to provide a captioner for the ATIA live online courses. ATIA provides a copy of the handout, including any specialized vocabulary, to the captioner in advance of the live broadcast to give the captioner time to program their machine. Please make sure to include any abbreviations or acronyms you will be using in your presentation in the handout so that the captioner may include them correctly.

Speakers are asked to join the live broadcast 30 minutes in advance of the scheduled start time and to do a sound check with the captioner.