# **IPAC BC Chapter Meetings Presentation Application**

**(For Individuals and Industry Representatives)**

**To IPAC BC Past President:** Click or tap here to enter text.

**Please accept my proposal to present at the IPAC BC Chapter Meeting planned for the following date:** Click or tap to enter a date.

**Title of the Presentation:** Click or tap here to enter text.

**Name of the Presenter:** Click or tap here to enter text.

**Job Title of the Presenter:** Click or tap here to enter text.

**Organization/Health Authority/Facility/Company:** Click or tap here to enter text.

**The following is a brief summary of my presentation:**

(For Infection Prevention and Control Professionals please indicate if your are presenting on post conference attendance, your own research, project results, quality academy project, poster presentation or oral presentation)

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| Click or tap here to enter text. |

**Application submission date:** Click or tap to enter a date.

**I Have Reviewed the Presentation Requirements:**

* All presentation content will be conducive to facilitate and support the educational needs of IPAC BC members and provide opportunities for sharing knowledge and quality improvement initiatives
* Request to present with content and Power Point presentation MUST be submitted to IPAC past president at a minimum of 4 weeks prior to the planned presentation date
* The IPAC BC Past President will review the request and presentation content and will confirm acceptance and schedule of presentation with the presenter up to 2 weeks of receiving application. The Past President will provide any feedback and edits to the presenter for modification of the presentation.
* Time for presentation will be 30 to 60 minutes unless specifically agreed/approved by IPAC BC executives to be longer
* Any disclosure when it comes to the content should be part of the presentation
* Industry representatives are welcome to present with the following IPAC Canada and IPAC BC requirements
  + Industry may be invited or can approach the IPAC BC Executive team to present an education session during a chapter meeting.
  + The presentation may not include a direct product promotion but must be evidence-based and scientifically support best practice recommendations.
  + The presentation may not include comparison between products of differing companies.
  + One slide may be added which notes the products provided by the presenting company which support the practice recommendations.
  + The presenting company may be invited to have an exhibit table at which product information is provided.
  + The presenting company may sponsor the meeting lunch or other activity in return for the presentation opportunity.
  + Presenting companies do not need to be restricted to member companies.
  + Fees for the event sponsorship will be paid directly to the chapter. GST/HST shall not be added to meeting/event sponsorship.
  + Communication from industry with product-related marketing should not be posted or distributed to members.
  + Communication from industry with educational information, e.g. invitation to webinars or tele classes, white papers, scientific studies, can be distributed to members.
* IPAC BC Executive confirm the presentation date with you once your submission is reviewed and accepted.
* The following will be included in the presentation:

Include an acknowledgement slide identifying any relevant stakeholders and contributors

Include an affiliation slide (e.g., University of British Columbia, Company name)

Include a conflict of interest slide (i.e., presenters must disclose any conflict of interests or if there are none, clearly indicate this on the slide)

If you are sharing any pictures, ensure consent is obtained.

If you are sharing data, ensure consent is obtained from data stewards and appropriate departments

**Application approval date:** Click or tap to enter a date.

**Signature of the Presenter Applicant:**

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| Click or tap here to enter text. |

**Signature of the Past IPAC BC President:**

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