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# PEHSU CASE CONFERENCE CHECKLIST

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## 5 WEEKS PRIOR TO WEBINAR

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- Information due to your PEHSU National Office Coordinator for initial CE application and promotional materials:
  - Learning objectives for presentation
  - CDC Bio Disclosure form (available on PEHSU Guidelines [Webpage](#))
  - Speaker photo
  - 3 cases for discussion
    - Cases should address to current and emerging aspects of pediatric and reproductive environmental health
- Provide a brief 1-2 sentence synopsis of each case to be disseminated prior to webinar for marketing
  - Example:  
Cases to be discussed will include the following:
    - A 33-year-old woman with a history of substance abuse presents to the ED with hypertension, intermittent agitation, and sore throat.
    - A 45-year-old man presents with confusion and lethargy following a day of of aggressive and agitated behavior.
    - A 49-year-old woman develops agitation and tachycardia after an exploratory laparoscopy for free intraperitoneal air.

## 4 WEEKS PRIOR TO WEBINAR

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- Due to PEHSU National Office:
  - Slides for presentation due to National Office on PEHSU template
    - Presentation should be created in PowerPoint using the PEHSU template (found on Guidelines [Webpage](#) or [download here](#))
    - 6-10 slides per case
      - Case set up
      - Any pertinent data or teaching points to highlight
    - All licensed or copyrighted images must include an appropriate citation or reference to its ownership. ([Click here for Copyright Request Letter Template](#))
    - Try to avoid use of video or animation– if it is necessary, we can create a workable solution
    - Length of presentation should be about 45 minutes

- *Case Conference series is based on its interactive nature between the speaker, moderator, and attendees.*
- Formulate your presentation so that you can present each case
- Moderator will direct short discussion after presentation of the case and then allow presenter to continue with outcomes
- Presentation content will be reviewed internally. If necessary, it will be sent back to you for any revisions
- Additional edits may be made up until the day of the presentation
  - Any changes made following initial submission must be re-sent to your respective PEHSU National Program Office
- Post-test webinar questions for CE purposes with answers
  - Please prepare and submit 5 post-test questions pertaining to your presentation
    - Questions may be in True/False, Multiple Choice, or a combination of formats
    - Clearly mark or list correct answers

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## DAY OF WEBINAR (1PM EASTERN)

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- Webinars are broadcast over the internet using WebEx or ReadyTalk – online meeting and event platforms
- 20-30 minutes prior to the start of the webinar
  - Register for the event and log in using WebEx or ReadyTalk
  - The WebEx/ReadyTalk link and webinar information invitation can be found in email reminders sent to you
  - Initially, all attendees and speakers are muted upon entry to the meeting. The host of the meeting will unmute you and allow for meeting setup and discuss logistics
  - Please phone in for webinars from a landline, preferably with a headset for the best sound quality. Speaker phone often creates undesirable feedback on the line
- All webinars are recorded for publication on PEHSU National Classroom within five weeks

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## OTHER TIPS

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- Attend an ACMT Case Conference to get a feel for how PEHSU Case Conference will be run
  - ACMT Webinars are held on the third Thursday of every month
  - See <http://www.acmt.net/cgi/page.cgi/NationalCaseConference.html> to view past webinars

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## CONTACT INFORMATION

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- Your PEHSU National Office Coordinator will maintain correspondence with you throughout the preliminary and day-of procedures for the webinars
- If you have any questions, please feel free to contact:
 

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