



A network of experts in reproductive and children's environmental health

PEHSU GRAND ROUNDS CHECKLIST

5 WEEKS PRIOR TO WEBINAR

- Information due to your PEHSU National Office Coordinator for initial CE application:
 - Title of presentation
 - Learning objectives for presentation
 - CDC Bio Disclosure form (found on Guidelines [Webpage](#))
 - Speaker photo

4 WEEKS PRIOR TO WEBINAR

- Due to PEHSU National Office:
 - Slides for presentation due
 - Presentation should be created in PowerPoint using the PEHSU Webinars Template (found on Guidelines [Webpage](#) or [download here](#))
 - 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. It does not work when sharing through the even platform – if it is necessary, we can create a workable solution
 - Length of presentation should be about 45 minutes, allowing time for questions and discussion
 - We encourage you to create interactive questions that will engage the audience during your presentation
 - Please let us know if you'd like to add polling questions to your presentation to create an interactive environment
 - 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 the PEHSU West 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

