

ICL and SYMPOSIA Online HANDOUT TIP SHEET

You don't have to be a graphic artist to put together an outline that is visually appealing and helps "sell" the presentation content by making it accessible. Here are some tips.

- Suggested Font: Times or Times New Roman – 12 point
- Page layout should allow adequate space for note taking.
- A good handout helps the listener focus on what is important.
- Handouts do not have to be an exact replication of your slides but should follow your talk point by point. However, your presentation **should follow the handout point by point**.
- Use the physical space on the page to enhance rather than detract from what you have to say.
- Don't try to crowd too much material on one page! Double space some paragraphs or points in the outline.
- Use bullets or symbols to draw attention easily and quickly to key points. Use symbols to:
 - ☺ add interest and call attention to the key points.
 - ☐ add levity to what is usually pretty serious stuff.
- **MANY PEOPLE PUT IMPORTANT POINTS IN CAPITAL LETTERS. BUT YOU SHOULD AVOID CAPITAL LETTERS FOR LARGE BLOCKS OF TEXT.**

If you have text which you wish to highlight, use bold lower case or put in box:

- Use line drawings, tables and graphs to add useful information or focus attention on key points.
- Typefaces ("fonts") that have serifs (little feet on the letters) - like the one used in this document - are generally more readable than typefaces without serifs (called "sans serif" typefaces) - like this one.
- Indent and/or label your most important points, i.e. "Key Facts" or "Special Considerations" or "Pearls", etc.
- The handout should include a bibliography listing relevant reference material.
- Handouts can only be accepted electronically; hard copy will not be accepted.
- We have provided a list of image libraries to help you with your handout. Some are free and some we have a reciprocal agreement with, requiring only acknowledgement. Please note, these libraries are for reference only and AAOS is not responsible for their use.

MODERATORS:

Instructional Course Moderators – look for a special email for information on handout submission in October. Handout deadline submission is November 1st.

Handouts can only be submitted by the course moderator in .pdf format.

MODERATORS: The handout MUST include an outline as the first page of the handout that includes faculty name, subject, and time allotment of talks and questions and answers. Please see suggested template below:

**2018 AAOS Annual Meeting
COURSE NUMBER or SYMPOSIA LETTER
COURSE or SYMPOSIA TITLE**

NAME of FACULTY	TITLE of TALK/SUBJECT	TIME ALLOTTED
Moderator Name	Introduction	5 minutes
Faculty 1	Topic 1	20 minutes
Faculty 2	Topic 2	20 minutes
Faculty 3	Topic 3	20 minutes
All faculty	Topic 4	10 minutes
All faculty	Topic 5	15 minutes
All faculty	Q & A	30 minutes