Successful Session *Checklist*

Slide Organization

- ☐ Content is appropriate for 40 minutes of lecture and 10 minutes of learner questions
- ☐ Slides are organized by learning objectives, with clear labelling of supplementary material not covered in tests
- ☐ Content is targeted to the level of learners and all acronyms and abbreviations are explained
- ☐ Summary slides, tables, and diagrams are included to help learners study and review

Slide Design

- ☐ Backgrounds are simple, light in colour and allow for annotation
- ☐ Font is simple with a size of 24-28 pt for body text and 36 pt for headings
- ☐ Images and diagrams are high quality, clear and not pixelated
- ☐ Diagrams are clearly labeled and explained step by step

Delivering an Engaging Session

- ☐ Content is made relevant to learners through short stories or personal anecdotes that are applicable to the lecture content
- ☐ Learners are involved by giving them an activity or asking them questions and checking in using an audience response system
- ☐ Other sites and virtual attendees are acknowledged and included

Slide Submission & Recording Permissions

- ☐ Slides are submitted ahead of time and are the same as the slides used in the lecture
- ☐ Permissions are provided for lecture to be recorded when possible

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2023-08-09