

HOW TO NAVIGATE PRESENTATIONS AT MEETINGS (CV MANAGEMENT)

TARGET AUDIENCE: FHS DB USER (FACULTY)

Updated April 27, 2023

LOGIN

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

OVERVIEW

This section is in the McMaster CV. Any Invited, Posters, Contributed (Peer Reviewed and Non-Peer Reviewed) presentations should be listed here.

BEST PRACTICE

For presentations attributable to multiple authors, the sequence of authors must replicate that in which the abstract was accepted. Rounds presentations directed to student audiences should be listed in educational activities.

General guidelines for Invited vs. Contributed presentations:

- Invited – the organizers contact you because of your recognized expertise in your field.
- Contributed – you submit a presentation for review and are then “invited” to present at a conference – these may be peer reviewed or non peer reviewed.

EXAMPLES

Invited Presentations

1. *Smith, Sandra*. Chronic Hypertension – How worried should we be? CME Day, Hamilton, Ontario, July 5, 2020.

Contributed Peer Reviewed Presentations

1. *Russ P, Peters J, Smith S*. Fetal Assessment in Modern Obstetrics and Screening for Gestational Diabetes. National Obstetric Conference, Geneva, Switzerland, Nov 5, 2019.

PRESENTATIONS AT MEETINGS INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. Select Presentations at Meetings.

FEATURES

The section will be displayed upon selection. Users can sort and search within the list as well as add, edit, delete, and filter the entries.

Meeting Presentation Add

Showing 1 to 2 of 2 entries Filter

| Scope | Type | PR | Authorship | Title | Conference / Event Name | Presenter Role | Country | Province | City | Date | Highlight |
|--------------------------|--|----|--------------|---|-------------------------------|----------------|-------------|----------|----------|-------------|-----------|
| Local | Presentation at Meeting - Invited | N | Host/Invited | Chronic Hypertension – How worried should we be? | CME Day | | Canada | Ontario | Hamilton | 2020 Jul 05 | |
| National / International | Presentation at Meeting - Contributed, Peer Reviewed | Y | Host/Invited | Fetal Assessment in Modern Obstetrics and Screening for Gestational Diabetes. | National Obstetric Conference | | Switzerland | | Geneva | 2019 Nov 05 | |

Show 25 entries Previous 1 Next

DATA ENTRY FORM

The form contains prompts showing fields that are mandatory and allows additional non – CV details to be added. **Dynamic fields will allow users to type in their entries and have a selection of previously defined values. If no matches appear, details can be added in as new entries.**

The screenshot shows a web form titled "Create Meeting Presentation" with the following fields and annotations:

- Fields with * are required:** Geographic Scope*, Type*, Authorship*, Title*, Conference or Event Name*, Presenter Role, Date*, and Highlights.
- Geographic Scope*:** A dropdown menu with "--Select--".
- Country:** A dropdown menu.
- Type*:** A dropdown menu with "--Select--".
- Province / State:** A dropdown menu.
- Peer Reviewed:** A checkbox with "no" selected.
- City:** A text input field.
- Authorship*:** A text input field with a yellow highlight. An arrow points to it from the "Mandatory fields" box.
- Title*:** A text input field with a yellow highlight. An arrow points to it from the "Mandatory fields" box.
- Conference or Event Name*:** A text input field. An arrow points to it from the "Dynamic fields" box.
- Presenter Role:** A text input field. An arrow points to it from the "Dynamic fields" box.
- Date*:** A date input field with "yyyy / dd" format.
- Slipend / Personal Remuneration Received?:** A checkbox with "no" selected. An arrow points to it from the "Non - CV details can be added" box.
- Highlights ②:** A dropdown menu with "--Select--".
- Save when completed:** A button with a checkmark icon, pointing to the "Save" button.
- Save:** A blue button.
- Back:** A yellow button with an "x" icon.

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)