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.

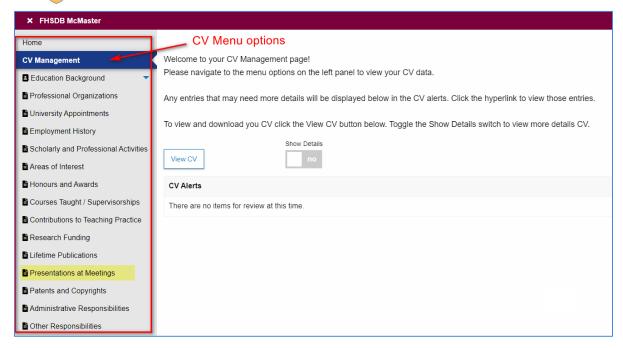**Contributed Peer Reviewed Presentations**

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.

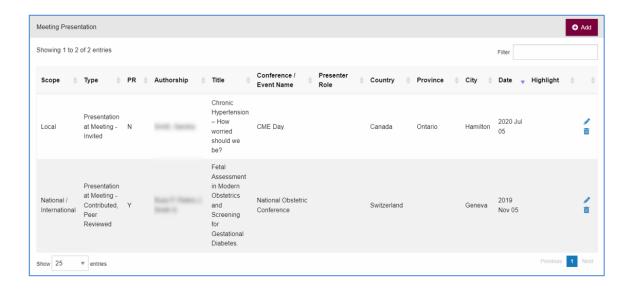## PRESENTATIONS AT MEETINGS INSTRUCTIONS

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.
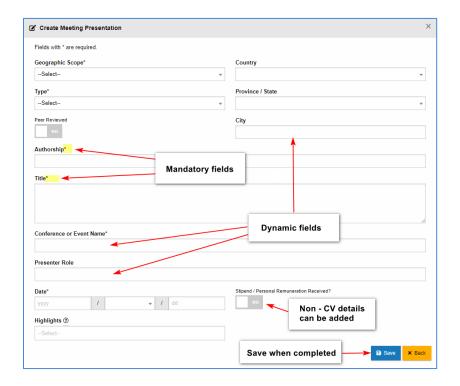

DATA ENTRY FORM

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.**

NEED SUPPORT?

All FHS DB User Guides can be found on the FHS DB website