AO Trauma Course—Advances in Operative Fracture Management

How to use the prepared lectures

There are prepared lectures included in the faculty support package as resource for faculty; these lectures can be used "as is" or modified/adapted as needed. All lectures have additional notes viewable when in "Presenter View". These notes are meant as helpful additional information for preparation.

Top tips for a successful lecture

- Demonstrate enthusiasm and passion for the topic, and motivate participants by building rapport
- Know the content well and have the appropriate level of clinical expertise
- Structure content logically and close the lecture with a summary
- Engage participants and use appropriate body language
- Liaise with faculty doing topic-related lectures, discussions, and practical exercises during the precourse and during the course
- Define learning outcomes and communicate them to participants
- Offer individual learning support if required
- Make optimal use of the available time
- Analyze needs and knowledge level of participants and evaluation results from previous courses if available
- Keep lecture short, simple, clear, and on time

How to use "Presenter View" within PowerPoint

(applies to Microsoft Office PowerPoint® 2003 and Microsoft PowerPoint® 2002)

"Presenter View" requires two monitors: a primary monitor (laptop) for the lecturer to display the presentation with notes, and a secondary monitor for the participants displaying only the content of the slides.

- Check if your laptop can display with multiple monitors
- Check to see if your laptop is connected to the secondary monitor
- Check your laptop display property settings by right clicking on your desktop and selecting "Properties", and then select the "Settings" tab.
- Choose multiple monitors from the drop-down menu and designate your laptop as the primary display, and the data projector as the secondary display.
- In PowerPoint, select the "Slide Show" menu and then click "Set Up Show". Then, in the same menu window in the "Display slide show" drop-down menu, click the monitor you want the slide show presentation (the one without notes) to appear on.
- Select the "Show Presenter View" by checking the box, and then click "Ok".

Getting help for "Presenter View" within PowerPoint

If you experience problems turning on presenter view, simply select the "Help (F1)" key in PowerPoint and then type in "Presenter view: tools for running a PowerPoint presentation". This gives details of how to set up a presentation using presenter view.

Printing your lecture notes

If you are not able to use two monitors follow these steps to print your lecture with the notes:
1. Go to "File" at the top menu and select "Print".
2. In the printing window at the lower left go to the "Print what" drop-down menu, and select "Notes Pages".
3. Then select "Ok".

This is a quick way to have your notes viewable to you without showing them to the participants.
Finally, always check the equipment beforehand and ensure that you have the correct connector cable.

Important usage notice

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