AOSpine check-list for faculty

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Teaching

"It´s not just what you say but also how you say it"

Therefore, please…

KISS: Keep It Short & Simple

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Structuring a lecture…

➢ **Layout** √ **(use) AOSpine templates**
√ **(avoid) commercial product-names**

➢ **Content**

Set: ~ 20" (engage the audience)

Dialogue: 3 to 5 major learning points

Closure: take home – message(s)

AOSpine templates

Please look at the enclosed pdf.file

AOSPINE

How to guide: apply the new AOSpine presentation
template to an existing presentation file

Slide- check (1)

Do your slides...	✓
...have a consistent format, font, and layout?	
...have one basic point per visual?	
...present figures as diagrams or graphs?	
...hide the identity of any patients?	
...use large text for visibility: 20–36 point, up to 60 point for titles?	
...use simple fonts that are easy to read? (eg, Arial, Helvetica, and Verdana)	
...use no more than two font types per slide?	

Slide-check (2)

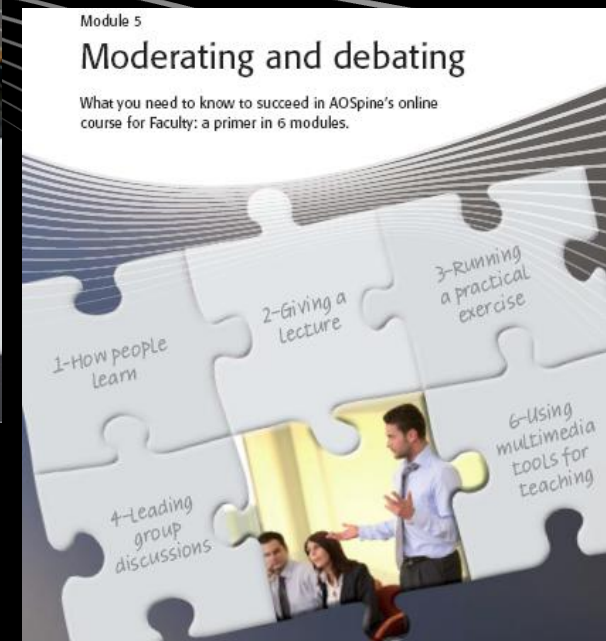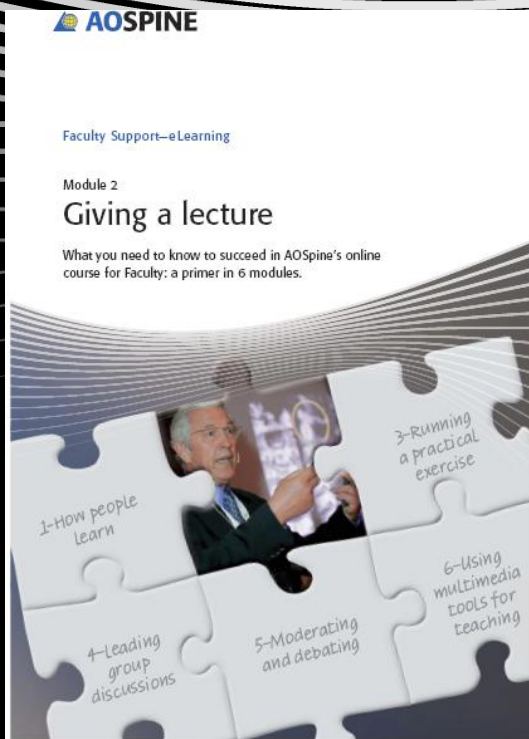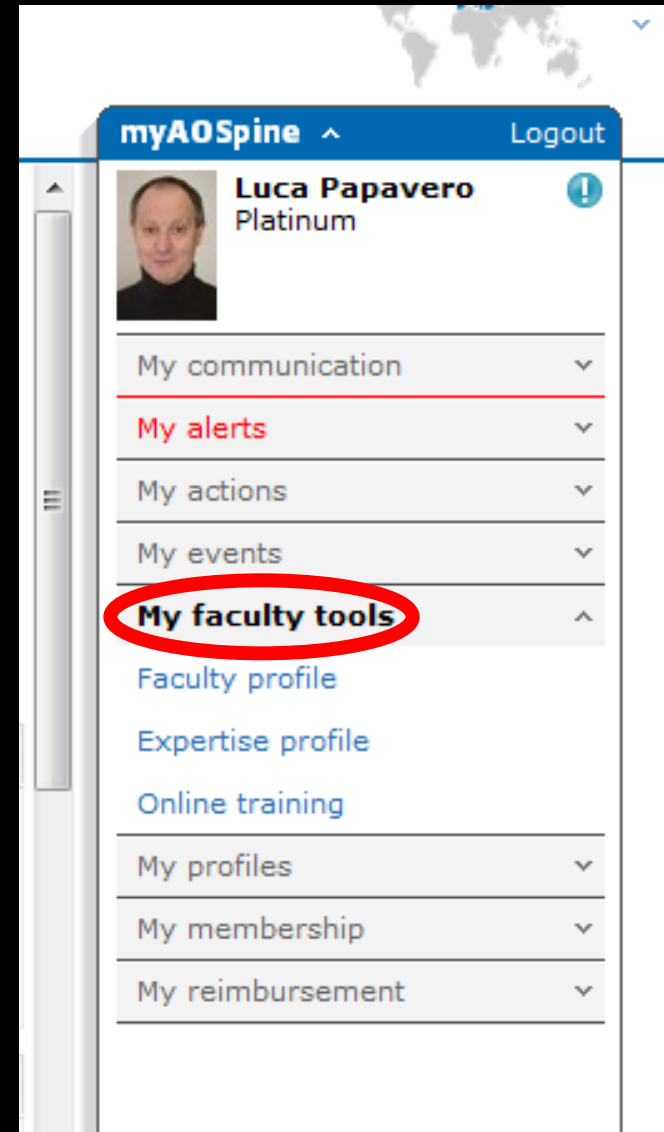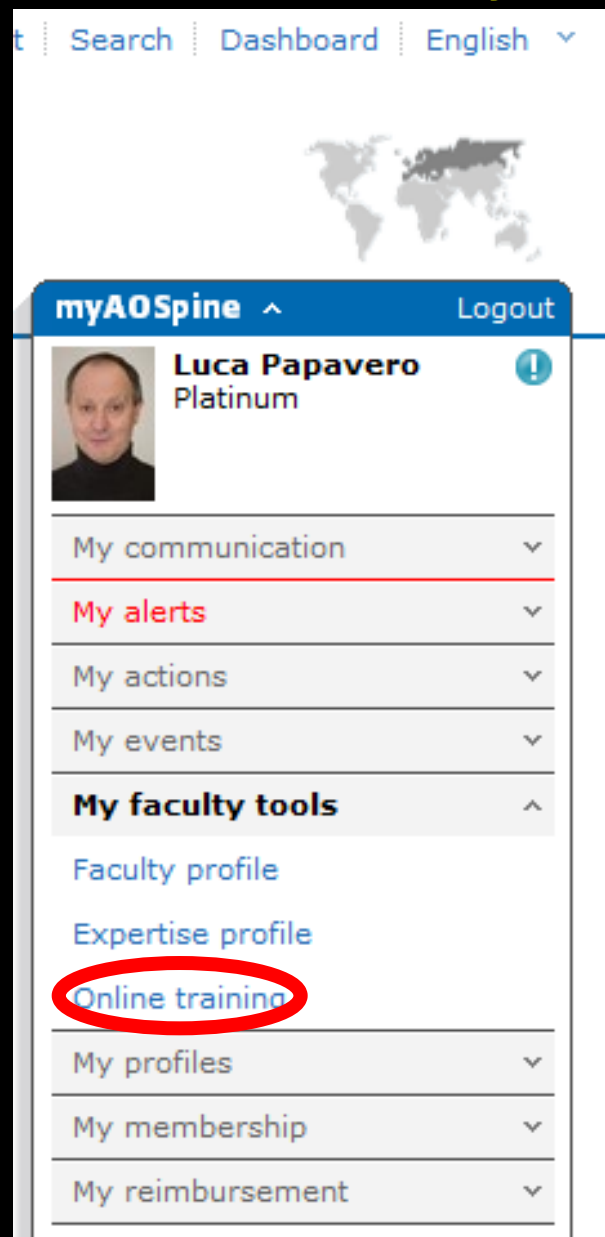|	
…use lower case (not UPPER CASE)?	
…have no more than 6 lines of 6 words per slide?	
…contain no spelling mistakes? (use a spell-check)	
…make use of lists and bullet points?	
…use indents and bullets only one level down?	
…start with an "action" word and avoid full sentences?	
…avoid punctuation marks, unless it is a quote?	
…avoid irrelevant/personal images to fill spaces?	
…avoid unnecessary animation? (slide transition, etc)	

How to access the online faculty training (1)

How to access the online faculty training (2)

➢ Log in to
www.aospine.org
with your user-ID
and password

➢ Click on
My faculty tools

How to access the online faculty training (3)

➢ **Click on Online training**

If you have made the way up here...

Presentation Evaluation Form

	Topic	
	Presentor	

points out of 5

		1	2	3	4	5
1	**Content:** Meaningful, targeted objectives, evidence based, case example					
2	**Structure:** Organization, Take home message, *Timing!!!*					
3	**Technology:** Slides organized and readible, effective use of ARS and laser pointer					
4	**Style:** Engage audience, pace, modulation, eye contact and enthusiasm					

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…top scoring will follow! Gratulation!

Practical Lab Assessment Form

	Practical Lab				

		points out of 5				
		1	2	3	4	5
1	Participants actively engaged in exercise					
2	Faculty are actively engaged in teaching					
3	Faculty/participant ratio adequate					
4	Introductory remarks/demonstration/video					

Last but not least…

AOSpine
Educational Advisor Assessment Form

Your Role: ☐ **Chairman**

points out of 5

		1	2	3	4	5
1	Explained role of Educational Advisor					
2	Assisted faculty in improving effectiveness of presentations as requested					
3	Assisted as needed in Conflict of Interest Resolution					
4	Provided effective feedback					

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Dear Colleagues,

thank you for your time!

Let´s meet at the PreMeeting...

If you have any question,
please do not hesitate:

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