



Presentation Materials & Guidelines (Sample)

Please use the following checklist to ensure your presentation is labeled properly:

Title of Presentation: Developing and Validating Cleaning and Disinfection Programs for Controlled Environments

Presentation Abstract: This web seminar presents you the high level overview of the tools necessary to develop an appropriate plan of action to control contamination within your controlled environments with a successful cleaning and disinfection program.

Learning Objectives:

At the completion of this seminar, the participants will be able to:

- Understand control contamination principles
- Clean and disinfect controlled environments
- Develop validation protocols for appropriate implementation of systems and chemical agents
- Train personnel in appropriate methods of cleaning and disinfection
- Understand regulatory guidelines and expectations related to cleaning and disinfection

Who Should Attend: Manager, supervisor, technician, microbiologist, engineer, and specialist

Author

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Mr. Smith has been with ABC Pharmaceuticals since 1990 in the Quality Control Microbiology laboratory, responsible for the water and environmental monitoring programs. Most recently he managed the group responsible for monitoring and selecting the contract manufacturing sites for production and filling of the Biooncology products of ABC Pharmaceuticals. Today, Mr. Smith manages the Supplier and Product Quality group that is responsible for supplier audits, supplier initiated changes, product complaints, incoming testing of raw materials and investigations of raw material non-conformances. He holds a B.A. degree from the UCLA in Biological Sciences with emphasis in Microbiology.

Important instruction about the slides:

- Each slide should be numbered for easy reference during the presentation.
- Slides must be readable; most participants will print out the presentation for multiple colleagues; slides must be readable when printed in black and white.
- No company logos are permitted except on title slides.

Formatting Guidelines

Please make sure your material has been edited, proofed and is complete with all graphics embedded in the document or presentation as PDA cannot edit your material. Please create your documents and presentations with the following guidelines:

- Backgrounds and Font Color: use dark background with fonts in bright or light colors or use light background with fonts in dark colors
- Do not shadow fonts as they become very difficult to read
- Font Size for Titles: 36-48 Point
- Font Size for Text: 18-24 Point
- Font Style: Arial or Times New Roman & Standard Bullets Only
- Lines of Text: No more than six (6) lines of text with the font size listed above on the same slide.
- If you have more than six lines, please divide them into two slides

For all submitted material, it is imperative that you create a cover page or slide for your presentation with the title, author(s) and any contact information.

We thank you for considering these important tips to ensure a smooth and successful presentation!