Welcome to the 2015 Liverpool Hospital Medicine Grand Rounds program. This overview provides general information on the series of lunchtime seminars, the speakers schedule and guidelines and information on the sponsorship opportunities associated with Grand Rounds.

**Attendance**
The average attendance at Medicine Grand Rounds is **110 people**. The audience is made up mainly of physicians and junior medical staff. Other clinicians and health professional students also attend.

**Evaluation**
Grand Rounds is evaluated weekly and achieves very high results in terms of interest and relevance to the audience. It is the key clinical meeting at Liverpool Hospital.

**Sponsorship**
Sponsors will be acknowledged with:
- inclusion of logo in broadcast emails
- inclusion of logo on digital and print signage in education facilities
- opportunity to distribute information to the audience either as print material on seats in the auditorium or by having a presence at lunch
- attendance list of senior staff

**Approximate Cost**
The weekly cost of Grand Rounds lunch is approximately ~$800 (ex GST). Potential sponsors can either cater for the meeting directly or in partnership with UNSW.

**Sponsors Contact**
Departments who have arranged sponsorship or have sponsor referrals should pass information on to Katy Pazanin.

E: katy.pazanin@sswhs.nsw.gov.au
Thank you for agreeing to present as part of the 2015 Liverpool Hospital Medicine Grand Rounds program. Below are some simple guidelines for your talk.

**Date and Time**

Grand Rounds is held weekly on Thursdays between 12.30pm-1.30pm between February and November. A weekly schedule will be distributed to all departments and any changes must be negotiated by contacting the Physician Training Unit.

**Presentation Length**

Unless otherwise negotiated, each presentation including question time will last for 30 minutes. Speakers should plan to present for 20 minutes to allow 10 minutes for discussion, questions and evaluation.

**Audience**

The audience at Grand Rounds may include (amongst others):

- Medical staff from a range of disciplines
- Junior medical staff, basic physician trainees and advanced trainees
- Nursing and allied health staff
- Health professional students from medicine, nursing and allied health courses

An average of approximately 110 attend each week.

**ACTION: PROMOTION OF YOUR TALK**

Speakers must provide the Physician Training Unit, at least **one week prior** to your talk, with:

- A list of speakers and a topic for broadcast to all staff
- A short (less than 100 word) précis in lay language and a non-copyright or non-patient-identifying image for use in social media

**Presentation Contents**

Based on participant feedback, speakers are encouraged to start with a clinical case followed by an update on new or recent understanding of the topic such as disease pathophysiology, epidemiological trends, new medications or therapies, promising research or future trends.

The Auditorium is equipped with a Windows 7-based PC with the capacity to play video and other interactive media.

**Remote Broadcast Sites and Recording**

Please note that in 2015, Liverpool Hospital Grand Rounds will be broadcast to remote sites including Fairfield Hospital via videoconference. Presenters will be able to see the remote site(s) from the lectern and Chairs will also engage with the remote site(s) for questions when needed. Each session will be recorded and speakers will be asked to provide a copyright release to allow the recording to be accessed by students and staff.
Presentation Format

Please use a font size of 24 point or greater in readable colours that will also be readable over remote broadcast. Use your slides to summarise your spoken presentation rather than including all content on the slides.

Conflict of Interest or Commercial Promotion

Speakers must declare any potential conflict of interest and must ensure that their presentation does not actively promote a particular commercial interest.

Making Your Talk Interactive

UNSW aims to ensure that two medical students will be present each week to run microphones to give speakers the option of making their session interactive. Please feel free to request feedback from the audience during your talk but make questions simple and concise. The Chair will assist with calling on junior staff to participate.

Audience Response System

The Liverpool Hospital Auditorium is equipped with UNSW’s keypad based audience response system. This system can be used to poll the audience anonymously and display tabulated or graphed responses to promote discussion. If you would like to include interactive questions in your talk, please contact the Clinical School at least one week in advance of your talk.

Evaluation

Each presentation will be evaluated by UNSW using this audience response system based on the following questions:

- The topic was relevant to my needs
- The topic was interesting
- The presenter communicated effectively and kept to time

Speakers will be provided with the result of their evaluation compared to the year-to-date average for all presentations.

ACTION: A WEEK BEFORE

- Send your topic, a précis and non-copyright or non-patient-image to the Physician Training Unit for promotion of your talk
- Contact the Clinical School if you want to include interactive questions in your talk

ACTION: ON THE DAY

- Arrive at the Auditorium at 12.10pm to load your talk and do last minute tests and get fitted with a microphone