

## **GUIDELINES FOR NEW PROCESS-PULMONARY LECTURES-PCCM FELLOWSHIP 2026**

**NAME OF LECTURE:**

**FELLOW:**

**MENTOR:**

**DATE OF LECTURE:**

**STRUCTURE OF ALL LECTURES:** All Lectures should have the following content at minimum:

1. Title
2. Conflict of Interest
3. Learning Objectives (at least 3)
4. At least 3 Questions to be addressed-MOC style (suggest use of Audience Response System)
5. Body of Lecture
6. Conclusion/Summary
7. References

**TIMELINE (8 WEEKS):** from the moment of assignment of Lecture to the day of presentation.

- One Mentor and one Fellow will be assigned.

- There should be CONSTANT communication/exchange of information (email, share documents, etc) between Mentor and Fellow.

- Mentors should provide “guidance” to the fellow since they are the ones with experience in the topic and in presentations. Example: help with Goals and Objectives, discuss landmark studies for the topic, provide guidance on how to prepare slides, etc.

1. **FIRST MEETING MENTOR-FELLOW (6 weeks before presentation)** Could be done in-person or virtual. Should not take longer than 30 minutes.

**Fellows MUST watch the 2 videos on “How to prepare a presentation” (links are provided at the end of this document) BEFORE having the first meeting with Mentor.**

- a. Needs to be addressed:
  - i. Goals and Objectives for the Lecture
  - ii. Outline for the Lecture
  - iii. Timeline to have different parts of the Lecture ready
  - iv. Other: at discretion of mentor

**2. FINAL MEETING MENTOR-FELLOW (2 weeks before presentation)**

- a. Needs to be addressed:
  - i. Entire Presentation
  - ii. 3 MOC-style questions
  - iii. Tips for : “How to Present”

**Links on “How to Prepare a Lecture”:**

These links provide useful information and guidance on how to start preparing a presentation. All fellows **MUST** watch these lecture before having the first meeting with Mentor. All Mentors are recommended to watch these 2 videos as well, so they can guide the fellows.

**b. Harvard Medical School (40 minutes):**

<https://www.youtube.com/watch?v=sow1F-3LdgM>

**c. Chest-ACCP (40 minutes):**

<https://vimeo.com/564228704>

Mentors, please feel free to share other aids with the fellows.