

# CONTINUING EDUCATION COURSES

## Standard Course Timing

### General Timing Notes

- Each CE Liaison will go over general housekeeping notes before the start of each course.
- Each speaker will be allotted 45 minutes. *Please plan to include time for questions within this allotted period.*
- You should not deviate from the suggested schedule or you will be disrupted by the participants on break from other courses and may inhibit participant access to refreshments provided during break times.

### Four Speakers (AM/PM Courses)\*

#### Morning Course

8:15–8:20 am	Opening Remarks (CE Liaison)	5 minutes
8:20–8:30 am	Introduction (Chair/Co-chair)	10 minutes
8:30–9:15 am	Speaker 1	45 minutes
9:15–10:00 am	Speaker 2	45 minutes
<b>10:00–10:30 am</b>	<b>BREAK</b>	<b>30 minutes</b>
10:30–11:15 am	Speaker 3	45 minutes
11:15–12:00 pm	Speaker 4	45 minutes

#### Afternoon Course

1:15–1:20 pm	Opening Remarks (CE Liaison)	5 minutes
1:20–1:30 pm	Introduction (Chair/Co-chair)	10 minutes
1:30–2:15 pm	Speaker 1	45 minutes
2:15–3:00 pm	Speaker 2	45 minutes
<b>3:00–3:30 pm</b>	<b>BREAK</b>	<b>30 minutes</b>
3:30–4:15 pm	Speaker 3	45 minutes
4:15–5:00 pm	Speaker 4	45 minutes

**\*Begin, end, and break times for these course sessions are not flexible.  
BE SURE TO ADHERE TO THIS TIME SCHEDULE.**

### Recommended Adjustment for Five Speakers<sup>+</sup>

5 minutes	Opening Remarks (CE Liaison)
10 minutes	Introduction (Chair/Co-chair)
35 minutes	Speaker 1
35 minutes	Speaker 2
20 minutes	Speaker 3 (Part 1)
<b>30 minutes</b>	<b>BREAK*</b> ( <i>break time is standard and MUST be adhered to</i> )
20 minutes	Speaker 3 (Part 2)
35 minutes	Speaker 4
35 minutes	Speaker 5

<sup>+</sup>Alternatively, three speakers prior to or after the mandatory scheduled break can reduce their presentations to roughly 30 minutes, including a brief question and answer period