To: All Residents  
From: Dr. Mark Reeves  
CC: Dr. Garberoglio and all attendings  
Date: July 25, 2013

We have adopted a more traditional format for M&M conference on Wednesday mornings at LLUMC that will give additional opportunity for you to answer questions about your cases, and allow more time to read about your cases by spending less time making PowerPoint presentations by incorporating the below:

1) Residents will be responsible to know the details and be ready to present any case from their lists.

2) 15 minutes is allotted for the ENTIRE service. This includes presentations AND discussion. Plan for half of the time (7.5 min) to be for presentations, and half the time (7.5 min) to be for discussion. This means that, depending on how many cases you are presenting, any given case should be presented in two to three minutes or less. But the total presentation time for all cases must be less than 7.5 min. Typically, an entire presentation should be no more than 2 minutes.

3) All mortalities and major complications should be formally presented. All complications on the list (both morbidity and mortality) should be mentioned. However, minor complications do not require formal presentation if no practice or system issues need to be changed or highlighted.

4) If you do not have any complications for presentation (that will be unusual) present your most educational case.

5) You should still prepare one question, which is based on the information from your presentations.

6) You must have 3 items submitted to Amy with a cc to Ruth by noon on Monday. If each item is not complete, your service will not be presenting. I recommend that these be prepared over the weekend and submitted prior to Monday morning:
   a. Your service list, with all complications marked
   b. Your service question
   c. Completed peer review complication sheet for each complication

7) POWERPOINT notes:
   a. PowerPoint presentations should only be used to present findings pertinent to the presented cases, such as X-rays or intraoperative findings. Literature review or other background information does not need to be presented.
   b. If you want to use a PowerPoint slide to illustrate a learning point that will be used for your question, limit this to ONE PowerPoint slide
   c. It should be highly unusual for a presentation to use more than 3 PowerPoint slides