

**West Virginia Medicaid Pharmaceutical and Therapeutics (P&T) Committee
Meeting
Guest Speaker Sign-Up Process
(Revised 01/2008)**

- Speaker Sign-up will begin one (1) hour prior to the start of the P & T Committee meeting and will conclude after forty-five (45) minutes.
- Speakers are requested to limit themselves to one speaker/drug. If more than one speaker registers to speak about the same drug product, the three-minute session will be divided among the registrants.
- Speakers are requested to complete a disclosure form.
- Speaker presentations to the Committee will be limited to three (3) minutes.
- All speakers will be allowed to present. If the total time required exceeds reasonable limits (approximately 1 hour), the time allowed per presentation may be reduced or other measures considered to reasonably limit the guest speaker session at subsequent meetings.
- No slides or overhead projected materials will be allowed during the presentations.
- Speakers may submit a handout if limited to 2 pages.
- The speaker session will not be interactive.