

SMEs should provide these essential elements when submitting their final content to IDs.

Content Elements

- Content layout considerations:
 - Where applicable: No more than 6 bullet points per slide, no more than 6 words in a bullet point and no less than 16 point font. (6-6-16 rule).
 - Limit font faces used in the presentation to be less than 4 different font faces.
 - Text and background colors should contrast so the text is visible across the venue.
- Grammar, punctuation, and syntax have been checked for accuracy.
- Hyperlinks and references should be checked, relevant, and current.
- References are provided for any content that is copyrighted or copied and pasted. This includes images as well as text.
- For Offline and Train-the-Trainer Delivery, provide the following information in the PowerPoint Notes Section:
 - Speaker notes for every slide.
 - Time in hours/minutes for every slide.
 - Handout titles and directions for use are included on the slide that requires a handout.
 - References cited on each slide.

Facilitator's Guide

A Facilitator Guide is highly recommended for Offline and Train-the-Trainer Delivery models.

- Grammar, punctuation, and syntax have been checked for accuracy.
- All sections of the guide are complete.
- Slide/page numbers are correct and match the script under Slide Delivery section.
- Resources required for a specific slide/page are clearly labeled under Slide Delivery section.
- Handouts are correctly assigned to a specific slide under Handouts section.
- Titles of handouts and directions for use are provided under Handouts section.

Supplemental Resources

This includes handouts, or any other documentation that supports the training module.

- Grammar, punctuation, and syntax have been checked for accuracy.
- A title is included at the top of each handout.
- Handout directions are provided for participants use.
- The title is re-stated in the handout footer.

File Naming Conventions

When submitting content files to IDs, save your files and include the following naming conventions:

- Initiative or project name or acronym
- Author's name/initials
- Version number of file
- Date submitted (year, month, day)
- Use of underscores

Example: Counselor_spring_training_ddc_v1_20190212