



April 29, 2020

Dear Colleagues,

We recognize that previously scheduled presentations may be postponed or cancelled during the COVID-19 pandemic, and are providing guidance for how faculty should enter this information into their CV. Please append the following statements to local/regional/national/international presentations as appropriate:

This presentation was scheduled, but then postponed until [enter the year] because of a Covid-19 travel/meeting ban.

This presentation was scheduled, but then cancelled because of a Covid-19 travel/meeting ban.

Faculty do not need to amend live presentations that convert to video format due to Covid-19.

Presentation information is located in the following CV sections:

- Report of Local Teaching and Training
 - Formal Teaching of Peers (e.g. CME and other continuing education courses)
 - Local Invited Presentations
- Report of Regional, National and International Invited Teaching and Presentations

If you have questions regarding this CV revision, please reach out to us at OFA_Promotions@hms.harvard.edu.

With best regards,
The Office for Faculty Affairs