

SAMPLE LETTER TO SPEAKERS/PRESENTERS

Dear [Name],

[Any information that you want to convey to your speakers in addition to that below.]

When an event or program is CPDME-accredited, the following must be addressed:

Conflict of Interest (COI): All speakers must disclose all relationships with for-profit and not-for-profit organizations over the previous two years. Please use the form we send you and return the final 2 pages, signed, to us. We will send a copy to Dalhousie CPDME on your behalf.

- At the event, all speakers must disclose verbally and using a slide at the beginning of the presentation. Examples of relationships that should be disclosed include, but are not limited to:
 - Any direct financial payments including receipt of honoraria;
 - Membership on the advisory board or speakers' bureaus;
 - Funded grants or clinical trials;
 - Patents on a drug, product or device;
 - All other investments or relationships which could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity.
- If the speaker has no involvement with any for-profit or not-for-profit organization, he/she should inform the audience that he/she has nothing to disclose, i.e., cannot identify any potential conflict of interest. It is the sole responsibility of the individual speaker to make such disclosure to the audience at the time of the presentation

[Sample slides for COI](#) (taken from the CFPC):

CFPC Col Templates: Slide 1 – used in Faculty presentation only

Faculty/Presenter Disclosure

- Faculty: [Speaker's name]
- Relationships with financial sponsors:
 - Grants/Research Support: PharmaCorp ABC
 - Speakers Bureau/Honoraria: XYZ Biopharmaceuticals Ltd.
 - Consulting Fees: MedX Group Inc.
 - Patents: Widget ABC
 - Other: Employee of XYZ Hospital Group

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CFPC Col Templates: Slide 2

Disclosure of Financial Support

- This program has received financial support from [organization name] in the form of (describe support here – e.g. an educational grant).
- This program has received in-kind support from [organization name] in the form of (describe support here – e.g. logistical support).
- Potential for conflict(s) of interest:
 - [Speaker/Faculty name] has received (payment/funding, etc.) from [organization supporting this program] (and/or [organization whose product(s) are being discussed in this program]).
 - [Supporting organization name] (developed/licensed/distributes/benefits from the use of, etc.) a product that will be discussed in this program.

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CFPC Col Templates: Slide 3

Mitigating Potential Bias

- [Explain how the potential sources of bias identified in slides 1 and 2 have been mitigated by the scientific planning committee].
- Refer to "Quick Tips" document for information on how this can be done

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Please ensure that you address the following in your presentation:

Evidenced-based Approach: Speakers must supply best evidence for their assertions.

- Examples include: systematic review/meta-analysis of studies (RTCs or cohort case control studies) and literature review of topics.
- Lack of evidence for assertions or recommendations must be acknowledged.
- If a single study is the focus or select studies are omitted, speakers must provide rationale to support this decision.
- Graphs and charts cannot be altered to highlight one treatment or product.

- Both potential harms and benefits should be discussed. (An efficient way to present this to clinicians is number needed to treat (NNT) and the number needed to harm (NNH), as well as absolute and relative risk reduction.)
- Slides produced or provided by industry (or in a format (colour/style) similar to industry) are not acceptable in accredited continuing medical education.

Barriers to Change: Educational design includes discussion of commonly encountered barriers to practice change.

- An important outcome of the conference is the ability for delegates to apply the information you present in their local settings. Accordingly, we ask that your presentation specifically address any barriers to implementation that you experienced or that you foresee.
- In addition to being reflective of best practice, these elements are a requirement of our educational accreditation and is subject to external review/approval.

Use of Copyright Protected Material: Speakers in Dalhousie CPDME-accredited programs are required to abide by the Dalhousie University's policy on the use of copyright protected material. Please see the [Fair Dealing Guidelines](#) online.

- In summary, you may not distribute to course participants, in hardcopy or electronically, any copyright protected material unless you have obtained explicit permission to do so from the copyright holder. **It is the speaker's responsibility to obtain and document any such permission.**
- Slides used in live presentations may include appropriately referenced copyright protected material (i.e., diagrams, drawings, photographs) without explicit permission from the copyright holder. However, such material (including cartoons, quotations, etc.) may not be included in any material posted online without the explicit permission of the copyright holder.

Privacy of Patient Information: Explicit patient identifiers, as well as potentially recognizable marks, jewelry, etc. must not appear in presentations, unless patient consent has been obtained.

Adherence to CPD-accredited Activities Guidelines: Speakers will adhere to the [CMA Guidelines for Physicians in Interaction with Industry and Recommendations for Physician Innovators](#) and the [National Standard for Support of Accredited CPD Activity](#)