**Sample Letter to Speakers**

**NOTE:** This is a sample of what to include in your letter to your speakers. If you choose to use this as a template, please be sure to edit it carefully. The yellow-highlighted elements require editing (either information needs to be inserted, or options must be chosen), but you may also choose to update other parts of this letter too.

Please remove anything that doesn’t pertain to your program (including this header).

Dear [Insert name(s)],

Thank you for your valuable contribution to the [insert program name]!

[Insert any information the speakers need to know, such as:

* Program details (dates, times, locations/addresses, format, meals, etc.)
* Presentation details (duration, format, time, Q&A/discussion time, etc.)
* Program materials (slide templates, handouts, evaluations, etc.)
* Information about the target audience (experience level, profession, etc.)]

The learning objectives for the overall program are:

* After attending this program, participants should be able to:
	+ [insert overall program learning objective(s)]

Please submit the following to [insert email address] by end of day [insert date]:

* Complete and return the attached Conflict-of-Interest (COI) form (please see details regarding COIs below).
* Confirm presentation title.
* Provide 1-3 learning objectives for your presentation.
	+ **NOTE:** Learning objectives must be written from the learner’s perspective, using action verbs to indicate what the participants will know or be able to do after attending the session. (e.g., “After the session, participants are expected to recognize/define/list/explain/demonstrate/perform…”). This is an accreditation requirement.
	+ You are also encouraged to link [CanMEDS roles](https://www.royalcollege.ca/en/standards-and-accreditation/canmeds) to the learning objectives.
	+ For resources on writing learning objectives, please see the below links. If you have any questions, please don’t hesitate to be in touch.
		- [CFPC’s Quick Tips for Writing Learning Objectives](https://www.cfpc.ca/CFPC/media/Resources/Continuing-Professional-Development/QTB_Writing_ENG_FINAL.pdf)
		- [RCPSC’s How to create learning objectives](https://www.royalcollege.ca/en/standards-and-accreditation/cpd-accreditation/tools-and-resources/toolkit-learning-objectives)
* Provide a short speaker biography along with your credentials, designations, and affiliations.

Please note the following, as required by our accrediting body:

**COI Disclosure**

* All speakers are required to disclose any involvement with industry and/or for-profit or not-for-profit organizations that may potentially influence the presentation of the educational material. As indicated above, please complete and return the attached COI form to us. We will send a copy to our accrediting body on your behalf.
* If there is something to disclose, disclosure to the audience must be done verbally and using a slide at the beginning of your presentation.
	+ The disclosure must include what steps have been taken to mitigate the potential conflict of interest. A suggestion is to have your presentation reviewed by a colleague.
	+ CPDME sample disclosure slides can be found [online](https://medicine.dal.ca/departments/core-units/cpd/accredplanning/AccreditationPackages.html). [If you have a different disclosure slide template for the speakers to use, provide that information instead.]
* If there are no relationships to disclose, please make a simple statement to the audience at the beginning of the presentation that no potential COIs have been identified.

**Scholarly Approach**

* Recognizing the importance of a scholarly approach to teaching and learning, we ask that your presentation make specific reference to the available literature and evidence for your topic. If scientific evidence is unavailable, state this.
* Please include at least one slide with references that you considered in preparing your session.
* For more information for the scholarly approach, please see the [CFPC’s Quality Criteria #3: Incorporation of Evidence](https://www.cfpc.ca/CFPC/media/Resources/Continuing-Professional-Development/QC-Grid-Criteria-Tables.pdf).

**Barriers to 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.

**Program Format/Interactivity**

* Interactivity is a key component to effective learning and is a requirement for certified/accredited activities. (A minimum of 25% of educational time must be interactive.)
	+ To meet this requirement, presentations will be [insert #] minutes long, followed by [insert #] minutes of Q&A and discussion. Please plan your presentation accordingly.
	+ We highly encourage you to incorporate interactive learning strategies in your presentation as well. (E.g., questions, polls, quizzes, break out rooms, etc.)
* Please see the [Speaker Resources](https://medicine.dal.ca/departments/core-units/cpd/conferences/speaker-resources.html) for additional tips and resources..

**Copyright and Privacy**

* Speakers in Dalhousie CPDME-accredited programs are required to comply with the provisions of the Copyright Act of Canada. Please see the [Fair Dealing Guidelines](https://libraries.dal.ca/services/copyright-office/fair-dealing.html) for additional details. In summary:
	+ You may not distribute (in hardcopy or electronically) any copyright protected material unless you have obtained explicit permission to do so from the copyright holder. **As a speaker, it is your 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.
	+ Slides used **must not** include the logo(s) of supporting or other pharmaceutical companies.
* In addition, **speakers must protect the privacy of patients** when using information related to their care for educational purposes. Explicit patient identifiers, as well as potentially recognizable marks, jewelry, etc. must not appear in presentations, unless patient consent has been obtained.

**Adherence to Accreditation Guidelines**

* To protect the integrity of certified/accredited learning activities, speakers must adhere to:
	+ the [CMA Guidelines for Physicians in Interaction with Industry and Recommendations for Physician Innovators](https://policybase.cma.ca/link/policy14454), and
	+ the [National Standard for Support of Accredited CPD Activity](https://cdn.dal.ca/content/dam/dalhousie/pdf/faculty/medicine/departments/core-units/cpd/Accreditation/NationalStandard.pdf).

**Bias and Inclusivity**

* We are committed to the principles of equality, diversity, inclusivity, and accessibility (EDIA) in all that we do. As you prepare your lecture, we ask that you consider ways to promote a respectful learning environment with attention to physical, cultural, social, and emotional safety. This may include:
	+ using culturally appropriate case examples
	+ incorporating evidence from diverse and/or varied populations,
	+ using pedagogical methods that consider different learning styles and ways to support retention of information (e.g., case-based learning, summary of key pearls), and
	+ encouraging a psychologically safe learning environment:
		- sharing appropriate background and experiences about yourself
		- acknowledging other perspectives, and being open to debate and dialogue, especially in areas of medical uncertainty or controversy.
* For additional information and resources, please see [Dalhousie University CPDME’s EDIA website](https://medicine.dal.ca/departments/core-units/cpd/faculty-development/edi.html).

**As a thank you for speaking at this conference, we invite you to attend at no fee.** If you would like and are able to attend, please register here [add link; if necessary, add registration details]. The full conference agenda can be found [here (ADD LINK)/attached to this message].

We thank you for all the time and effort you are putting into this presentation. If you have any questions or need clarification on any parts, please do not hesitate to be in touch. We look forward to confirming your presentation title and objectives over the next few weeks.

With thanks,

[add signature]