

Speaker Instructions & Expectations

As an accredited provider of AMA PRA Category 1 Credit™, all Edward-Elmhurst Health CME programs must meet all ACCME Essential Elements and Guidelines while maintaining the highest standards and expectations of the audience. Following are lists of faculty/speaker guidelines to assist you in developing the highest quality educational content and materials. These guidelines also ensure compliance to the Edward-Elmhurst Health's CME Policies.

Scientific Integrity

Individuals giving presentations at CME activities should follow these guidelines so that materials are evidence-based, objective and balanced:

1. Presentations **must** be free of commercial bias for or against any product.
2. Presentations **must** give a balanced view of therapeutic options. Faculty use of **generic** names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single supporting company.
3. Presentations that include commercial products must present objective information about those products, based on scientific methods generally accepted in the medical community.
4. Information presented must conform to the generally accepted standards of experimental design, data collection and analysis.
5. If unapproved uses of a product or service are discussed, the must be informed audience on the 3rd slide immediately following the disclosure.
6. The content of slides and reference materials are the ultimate responsibility of the speaker. However, the committee has the right to request edits if required in order to ensure compliance.
7. The majority of slides included in the presentation should reflect original thoughts and organization of the speaker and not utilize outside organizations or other speaker's work.
8. It is the responsibility of the speaker/presenter to obtain written permission for print inclusion of material that is under copyright protection.
9. Material presented from trial results must include information on study design, subject selection and participation/compliance, therapeutic agents administered including source/dosage, adverse effects encountered, funding source, etc.
10. Faculty **must** offer a balanced presentation of all available trial data that is pertinent to the topic.
11. The data presented from clinical trials should be from peer-reviewed publications.

Disclosure of Conflicts of Interest

In order to comply with national and provincial standards and accreditation guidelines governing the relationships between industry and educational and professional organizations, it is necessary for all CME presenters to be familiar with current disclosure policy and procedures.

1. A disclosure **must** be on file prior to the submission of the application for the activity.
2. No relevant financial interest should be present related to the activity.
3. Faculty **must** disclose any affiliations with manufacturers of products or services.
4. At the beginning of your presentation, (i.e., slide #2), please provide a disclosure statement indicating your disclosures or that you have no disclosures.
5. Ensure that the planner you are working with is aware of your disclosure(s).

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Copyright

CME presenters should keep in mind that:

1. Single copies of an insubstantial proportion (10% or less) of a published work for personal use is allowed.
2. While it is legal to copy another's work for inclusion in a PowerPoint presentation, slides must not be printed out and distributed.
3. This legislation covers all information in print, electronic (CD-ROM, Internet) audio and video formats.
4. **Providing a bibliographic reference or link to this article is not subject to a license fee and preferable.** The distribution of complete journal or other print articles is generally subject to a license fee for which the speaker is responsible.

Slides and Other Materials

1. Any activity material cannot include commercial, company, and/or product logos.
2. Do not use identifiable photographs of patients. Remove all patient identifiers from laboratory studies, x-rays, imaging studies, slides, etc. **OR** obtain written permission from the patient to use his/her information as part of your presentation.
3. Hospital logos may be included.
4. In an effort to reduce waste, **no paper material is printed**. Materials are uploaded to the CME system's portal and available to registered participants to follow along on their smartphones, tablets, or laptops during the activity or to save, print, or download after the activity has ended.
5. All final material is due **a MINIMUM of 3 days prior** to the event activity so that the material can be uploaded.

CME Credit for Presenters

1. Faculty can earn CME credit for the learning that occurs in the preparation of an original presentation as part of an AMA PRA Category 1 Credit™ live activity. The CME department automatically registers and documents the presenters' credit during the process of assigning them as faculty to the activity.

If you have any questions on any of the above information, please reach out to the activity planner(s) that you have been working with on this activity or the CME Department at cmedept@eehcme.org.