Dear **SPEAKER NAME**:

Thank you for agreeing to speak on **TOPIC/ TITLE** at the **PROGRAM NAME** on **DATE** from **ENTER TIME OF PRESENTATION**.

Please submit your learning objectives, Conflict of Interest Declaration (COI) Form and a short biography as soon as possible so we may begin advertising your session. Learning objectives must be learner centered, specific and active, and logically built. We recommend that your learning objectives are based on the following progression:

1. *Knowledge* based objective. *(To identify, describe or list)*
2. *Comprehension* of knowledge. *(To assess, interpret, or discuss)*
3. *Application/Analysis* of the knowledge. *(To apply, choose, analyze, or implement in daily practice)*

I have linked [*Quick Tips for Writing Learning Objectives*](https://www.nosm.ca/wp-content/uploads/2018/06/7.-Quick-Tips-for-Writing-Learning-Objectives.pdf) for your reference. Please note that our Scientific Planning Committee will review and approve your learning objectives prior to the session.

We also request permission to archive your presentation for staff unable to attend in person. This request comes from OTN in the form of an email. Please look for this email request, and follow the instructions within.

Accreditation Preparation

1. **Conflict of Interest and Bias**

* Consent of Interest (COI) Form: All presenters at accredited/certified events must complete a consent and disclosure form for review by the planning committee.
  + [*COI Form*](https://www.nosm.ca/wp-content/uploads/2018/06/Declaration-of-Conflict-of-Interest-Form-Speaker-and-Planning-Committee.pdf)
  + *ACTION:* Complete COI form and return (either by email at EMAIL or fax to XXX-XXX-XXXX).
* Disclosure Slides: Presenters must disclose potential conflict of interest to their audience. The attached template slides must be included in your visual presentation and delivered verbally at the start of the event.
  + Document attached for your reference: Speaker Disclosure Slides.
  + ACTION: Include this slide, or the information contained within in your presentation.

1. **Incorporation of Evidence**

* When creating your presentation you must incorporate evidence into your presentation, referencing any data, recommendation, or opinion presented (including declaring personal opinions).
  + *Document for your reference:* [*Incorporation of Evidence*](https://www.nosm.ca/wp-content/uploads/2018/06/Incorporation-of-Evidence.pdf)

1. **Barriers to Change**

* Presenters must discuss barriers to change during your presentation.



* + *Document for your reference:* [*Addressing Barriers to Change*](https://www.nosm.ca/wp-content/uploads/2018/06/Addressing-Barriers-to-Change.pdf)

1. **Interactivity**

* Please note that all of our sessions must include a minimum of 25% interactivity. This is measured in time. Please factor in a minimum of **15 minutes of interactivity** (case study, reflective questions, question and answer, small group work, etc.) into your session.

Once again, thank you so much for presenting at the **PROGRAM NAME**. Please do let me know if you have any questions or require any assistance with the items noted above.

Sincerely,

**NAME**

**CONTACT INFO**