

Dear: [Speaker name]

Thank you for agreeing to speak on **PLACE TOPIC OF TALK HERE** at the **NAME OF EVENT** on **DATE**. All speakers are required to submit the Declaration of Conflict of Interest Form to the **[enter program organizers]** by **[enter date]**.

- Document for your reference: [Quick Tips COI](#) and [COI Form](#)

Certification/Accreditation Requirements:

- At the beginning of your presentation, you must verbally notify the audience of any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the program.
 - Document for your reference: [Speaker Disclosure Slides](#) and [Slide Deck Template](#)
- At the beginning of your presentation, you must identify the learning objectives which should also be inserted into your presentation slides.
 - The approved learning objectives for this program are:
 1. [insert learning objective]
 2. [insert learning objective]
 3. [insert learning objective]
- There must be evidence of appropriate use of brand and generic names in CPD programs and associated materials.
 - Generic names should be used where possible in certified programs
 - If brand names are used, the brand name should appear in parentheses after the generic name. Every drug mentioned should be referred to in a similar manner.
 - Document for your reference: [Incorporation of Evidence](#)
- Programs must include clinical content which is valid and represents best available and most up-to-date evidence. This can be assured by following the steps outlined below:

- 1 • Evidence used within program, related to assertions and clinical recommendations must meet that which is generally accepted within the medical profession.
- 2 • Research used as the basis of recommendations and/or reported within a program, meets generally accepted standards for scientific rigour.
- 3 • Avoiding the use of trade names is recommended. If a program does utilize trade names, it must do so in a consistent manner in which all products are referred to in the same way.
- 4 • Any assertion or recommendation made in an educational activity must include references. If there is lack of evidence for an assertion, it must be acknowledged within the program.
- 5 • Graphs and charts or other evidence-related materials cannot be altered to highlight one treatment or product.

IMPORTANT NOTE: All speakers must abide by the [CMA Guidelines](#) for Physicians in Interactions with Industry, the [Innovative Medicines Canada Code of Ethical Practices](#), and [National Standard for Support of Accredited CPD Activities](#). Please review these documents if you have not done so already.

Should you have any questions, please feel free to contact **PLACE CONTACT NAME AND INFORMATION HERE**.