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*](https://nosm.sharepoint.com/org/fa_cepd/cepd/_layouts/15/guestaccess.aspx?docid=02f2c9356b478495fa559933084d78d6c&authkey=AcT9ORnQ2PNx_xUxBuIAnfc&expiration=2018-11-16T19%3A02%3A04.000Z&e=b64d7c3c319b4bccb5b9f26b52924146) *and* [*COI Form*](https://nosm.sharepoint.com/org/fa_cepd/cepd/_layouts/15/guestaccess.aspx?docid=0567c8fb6c94d4328a4c55f20fe08a964&authkey=AZV0Q0B6eu-qdIX0fe6HT18&expiration=2018-11-16T19%3A02%3A25.000Z&e=920a52da238b47aeb11436ffbb49e044)

**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*](https://nosm.sharepoint.com/org/fa_cepd/cepd/_layouts/15/guestaccess.aspx?docid=0c1884569e59b487daddb40f53c3a4063&authkey=ASW3gmXc7am7DnwKGafdW70&expiration=2018-11-16T19%3A02%3A58.000Z&e=23b15338f31549c689f6eb39e02f20e4) *and* [*Slide Deck Template*](https://nosm.sharepoint.com/org/fa_cepd/cepd/_layouts/15/guestaccess.aspx?docid=02a003dd7db6d439992697148412de1ce&authkey=AdlYDXqC5nARGzPsPAkBLNc&expiration=2018-11-16T19%3A03%3A13.000Z&e=bb6152bcc4a9441188bd75c64a0a8f14)
* 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*](https://nosm.sharepoint.com/org/fa_cepd/cepd/_layouts/15/guestaccess.aspx?docid=089c51469f5a743a7b6a75584016e9492&authkey=AXgnFdeTjmpc-b43REoC4Yw&expiration=2018-11-16T19%3A03%3A34.000Z&e=7c58b58420de46fa9648e5eceb5c94f5)
* 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:

**IMPORTANT NOTE:** All speakers must abide by the [CMA Guidelines](http://policybase.cma.ca/dbtw-wpd/Policypdf/PD08-01.pdf) for Physicians in Interactions with Industry, the [Innovative Medicines Canada Code of Ethical Practices](http://innovativemedicines.ca/ethics/code-of-ethics/), and [National Standard for Support of Accredited CPD Activities](http://www.cfpc.ca/uploadedFiles/CPD/National%20Standard%20for%20Support%20of%20Accredited%20CPD%20Activities%20FINAL%20ver%2023-1.pdf). 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**.