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://www.nosm.ca/wp-content/uploads/2018/10/QuickTips_COI.pdf) *and* [*COI Form*](https://www.nosm.ca/wp-content/uploads/2018/12/COI-Form-English.pdf)

**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://www.nosm.ca/wp-content/uploads/2018/06/Speaker-Disclosure-Slide_Sample-A.pptx) *and* [*Slide Deck Template*](https://www.nosm.ca/wp-content/uploads/2019/06/Slide-Deck-Template.pptx)
* 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://www.nosm.ca/wp-content/uploads/2019/02/Mainpro-Incorporation-of-Evidence.pdf)
* 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**.