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| SUMMARIZED ACTION ITEMS: | Due Date: |
| Submit Signed COI Form | Enter Date |
| Review “Incorporation of Evidence” Document | Prior to presentation creation |
| Review “Addressing Barriers to Change” Document | Prior to presentation creation |
| Insert appropriate disclosure slide/ disclosure statement into your presentation | Upon creation of presentation |
| Insert your learning objectives into your presentation | Upon creation of presentation |
| Submit a copy of your presentation prior to the meeting | Enter Date  |

Dear: [presenter name]

Thank you for agreeing to speak on **PLACE TOPIC OF TALK HERE** at the **NAME OF EVENT** on **DATE** from **ENTER TIME OF PRESENTATION.**

Suggested objectives as identified by our needs assessment(s) and input of the planning committee:

1)

2)

3)

***ACTION:*** Please advise if you have any suggested changes to the learning objectives above information and send us a short biography so we may begin advertising your session.

**Accreditation Preparation**

1. **Conflict of Interest (COI) and Bias**
* **Consent and Disclosure:** All presenters at accredited/certified events must complete a conflict of interest (COI) form for review by the planning committee.
	+ - *Document for your reference:* [*Quick Tips COI*](https://www.nosm.ca/wp-content/uploads/2018/10/QuickTips_COI.pdf) *and COI Form*

***ACTION:*** Complete attached COI form and return to requestor.

* **Disclosure Slides:** Presenters must also disclose potential conflict of interest to their audience. Template slides are attached to be included in your presentation and delivered verbally to the audience at the start of the presentation.
	+ - *Document for your reference:* [*Speaker Disclosure Slides*](https://www.nosm.ca/wp-content/uploads/2018/06/Speaker-Disclosure-Slide_Sample-A.pptx)
* When creating your presentation it is expected that you [**incorporate evidence**](https://www.nosm.ca/wp-content/uploads/2019/02/Mainpro-Incorporation-of-Evidence.pdf) into your presentation, therefore, you must reference any data, recommendation, or opinion presented (if it is your own personal opinion you must declare that).
	+ - *Document for your reference: Incorporation of Evidence*
* Presenters must discuss [**barriers to change**](https://www.nosm.ca/wp-content/uploads/2019/02/Mainpro-Addressing-Barriers-to-Change.pdf) during your presentation.
	+ - *Document for your reference: Addressing Barriers to Change*
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.

**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 and the [Innovative Medicines Canada Code of Ethical Practices](http://innovativemedicines.ca/ethics/code-of-ethics/). 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**.