

Dear: [Speaker name]

Thank you for agreeing to speak on [PLACE TOPIC OF TALK HERE] at the [NAME OF EVENT] on [DATE].  
Please submit your presentation to [enter Name and email here] by [enter date].

*The CFPC, RCPSC and the National Standard on the support of Accredited CPD all have requirements for presentations occurring at Accredited CPD events. Please review this letter to guide you while you develop your content and slides.*

**Speaker Requirements related to Ethics:**

- ✓ Complete the [Declaration of Conflict of Interest Form](#) and submit to the [enter program organizers] by [enter date].
- ✓ Ensure that all affiliations relevant to your presentation are reflected in a **disclosure slide** at the beginning of your presentation
  - *Document for your reference:* [CFPC Quick Tips COI](#)
- ✓ **Presentations should be free of any branding.** This includes the use of trade names for pharmaceuticals and other products, company or product logos, or colour branding.
  - If brand names must be 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:* [CFPC Incorporation of Evidence](#)

**Speaker Requirements related to educational content development:**

- ✓ **Learning objectives which explain what participants will be able to do *AFTER* the session** must be included at the beginning of the presentation. *Note that learning objectives are **NOT** an explanation of what will be covered during the educational session.*
  - *Document for your reference:* [CEPD Quick Tips for writing learning objectives](#)

Based on the knowledge gap/need identified by the SPC, the approved learning objectives for this session are:

1. [insert learning objective]
2. [insert learning objective]
3. [insert learning objective]

- ✓ Presentations must include, and **reference**, 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 and must be referenced.
- 2 • Research used as the basis of recommendations and/or reported within a program, meets generally accepted standards for scientific rigour.
- 3 • Avoid the use of trade names. 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 [National Standard for Support of Accredited CPD Activities](#), and the [CFPC](#) and the [RCPSC ethical standards](#). Per [CMA Guideline #36](#), should discrepancies arise between any of these guidelines, the more stringent of the standards should be followed.

Questions? Please contact: [Name and email]

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