

ETHICS CHECKLIST FOR SPC MEMBERS

Conflict of Interest Declaration Forms

- Completed by all SPC members
- SPC member COI declarations were reviewed by the SPC
 - Affiliations were considered and a mitigation strategy discussed
 - Not Applicable
- Speaker, Authors, Facilitators and moderators were asked to complete a COI Declaration form
- Speaker, author, facilitator and moderator COI declarations were reviewed by the SPC
 - Affiliations were considered and a mitigation strategy discussed
 - Presentations of concern were reviewed
 - Not Applicable

Conflict of Interest Disclosure Slides

- SPC Slide includes:
 - SPC member COI declarations
 - How SPC has mitigated any affiliations of concern identified by SPC members, speakers, authors, facilitators, or moderators
 - Financial acknowledgement for any financial or in-kind support received for the activity
 - Steps taken to mitigate bias related to sponsorship
- Speaker slide includes:
 - Name and Session Title
 - Affiliations with for-profit or not-for-profit organizations
 - Financial Support received related to this session
 - Nothing to declare statement

Communication with Speakers:

- Speaker letter sent (Includes information related to COI, branding, balance, objectivity of content)
- Speaker released signed by speaker
- Speaker disclosure slide template provided to speaker
- Presentation reviewed by SPC member using the Checklist for Independent Content Validation

Sponsorship Management

- Sponsorship Prospectus Created
- Sponsor Ask letter created
- Sponsor agreement document created for each confirmed sponsors and signed by SPC and sponsor
- Sponsor is not on and does not have influence over the planning committee
- SPC member and speaker affiliations with the sponsor have been identified and steps to mitigate taken
- Sponsors are appropriately acknowledged in programs/on websites
- Sponsorship branding is appropriately placed and sized in the program or on the website
- Exhibit Hall where sponsors are located is outside of any rooms where education is delivered
- Sponsors do not have access to participant names
- Sponsors will not be presenting or offering unaccredited workshops during time when accredited content is delivered
- The National Standard for the Support of accredited CPD Activities was referenced for all decisions related to sponsors