\*All options are listed in each section – please tailor to your educational activity

Speaker Package for [EVENT/PROGRAM NAME]

Thank you for agreeing to be a speaker for **[EVENT/PROGRAM NAME]. T**he event details are as follows:

**Event Details:**

(Dates, times, format, social events, etc.)

**Presentation Date:**

**[Week day, Month, Date, Year | Time]**

**Topic:**

**[Title]**

**Session Description:**

* *DESCRIPTION EXAMPLE*: *The session will consist of a TED-like talk with 15-20 minutes for questions and discussion. Describe the goals of the SPC regarding what content will be addressed during the session.*

**Session Length:**

* **[Enter length of Session]**
	+ Speakers are encouraged to include elements of interactivity throughout their presentation (a minimum of 25% interactivity must be incorporated).
		- ***Documents for your reference***:
			* Tools for Interactivity (Virtual Platforms)
			* Interactivity (In-Person)

**Format:**

* In-Person/Virtual/Hybrid
* Virtual events include a test run scheduled within the week leading up to the event.
* Your session will/will not be recorded

**Intended Learning Objectives:**

Please review the learning objectives which have been written in response to the gaps identified by the planning committee during the needs assessment process. Please include the learning objectives at the beginning of your presentation.

If you would like to refine these learning objectives, please contact the program coordinator who will assist in making changes and will ensure they remain in alignment with the needs assessment and educational priorities determined by the planning committee.

1. *LO 1*
2. *LO 2*
3. *LO 3*

**Conflict of Interest Declaration and Speaker Release**

The [Conflict-of-Interest Declaration Form](https://www.nosm.ca/wp-content/uploads/2023/03/COI-Declaration-Form_March-2023_pg-2-FORM.pdf) asks you to identify all affiliations with for-profit and not-for-profit organizations over the past two years so that the Planning Committee can prevent any potential for bias. For a detailed explanation of what should be included in the form, please read [these terms](https://www.nosm.ca/wp-content/uploads/2023/03/COI-Declaration-Form_March-2023_pg-1-TERMS.pdf) as outlined by the National Standard for the Support of Accredited CPD Activities.

**\*\*Note that these affiliations should be included in your conflict of Interest Disclosure slide at the beginning of your presentation.**

The Speaker Release Online form provides the planning committee with your consent regarding posting and publishing your content and participation. As the speaker, you retain all intellectual property rights in the presentation.

Please complete these forms by **[DATE].** Access forms by clicking the links below:

* [Conflict of Interest Declaration Form](https://www.nosm.ca/wp-content/uploads/2023/03/COI-Declaration-Form_March-2023_pg-2-FORM.pdf)
* [Speaker Release Form](https://www.nosm.ca/wp-content/uploads/2024/05/External-Speaker-Release-Form.docx)

**IMPORTANT!**

All speakers must abide by the following:

* [National Standard for Support of Accredited CPD Activities](https://www.cfpc.ca/CFPC/media/Resources/Continuing-Professional-Development/National-Standard-for-Support-of-Accredited-CPD-Activities-FINAL-ver-23-1.pdf)
* [CMA Guidelines for Physicians in Interactions with Industry](https://policybase.cma.ca/link/policy14454?_gl=1*1e4gi2d*_ga*NzA3NDkyMjU2LjE2OTgwNzgyNDE.*_ga_91NZ7HZZ51*MTcwMDY5MzQ4OS4zLjAuMTcwMDY5MzQ4OS42MC4wLjA." \l "_ga=2.41527330.1629995909.1700693490-707492256.1698078241)

**Presentation Requirements**

Attached is a [PowerPoint Template](https://www.nosm.ca/wp-content/uploads/2023/11/CEPD_PowerPoint_TEMPLATE.pptx) that includes the required conflict of interest and learning objective slides. Please feel free to copy and paste into your presentation slide.

**Please review the bullets below to ensure the presentation complies with the national standard for supporting accredited CPD activities.**

**Conflict of Interest & Bias**

* **Each presentation must begin with the speaker verbally disclosing affiliations that may cause a perception of bias (as contained in your Conflict of Interest Declaration). Notify the audience of any affiliations that may affect the participant’s perception of bias throughout the session, or declare that you have no affiliations.**
* Use generic names where possible in certified programs and void using the use of trade names. When it is necessary that a brand name is used, place the brand name in parentheses after the generic name.
* Sponsor, company, or product logos and colours must not be included in certified presentations. *Colours and images used should not suggest you are affiliated with any brand or organization.*
* \*NEW\*: If Artificial Intelligence (AI) is used in the development of content (learning objectives or presentation content), a designated human must review the content to ensure that it is unbiased, and evidence based.

**Content & EDIA**

* Evidence used within a program, related to assertions and clinical recommendations must be cited and must meet that which is generally accepted within the medical profession. In the case of limited evidence for an assertion or recommendation you must communicate that to your audience.
* Research used as the basis of recommendations and/or reported within a program must be cited and must meet generally accepted standards for scientific rigour.
* Content considers the Canadian context and diverse communities across Canada.
* Avoid including resources that include discriminatory, outdated, and oppressive language and images.
* [Copyright legislation](https://libraryguides.nosm.ca/Copyright/Tutorials) must be adhered to for [images](https://www.nosm.ca/wp-content/uploads/2024/08/NOSM-U-CEPD-Tip-Sheets-Guide-to-Using-Copyrighted-Images-in-Presentations-1-1.pdf) and text included in presentations.
* It is suggested to include the diverse patient perspective in your presentation where appropriate.

Examples can include:

* 1. Patient narratives or case studies in CPD materials to illustrate real-life experiences.
	2. Meaningful patient outcomes, such as improved quality of life or satisfaction with care.
	3. Success stories that demonstrate the impact of patient-centred approaches on health outcomes.
	4. Simulated patient encounters to simulate real-world scenarios

***\*\*\*When including patient stories, case studies, or narratives, planning committees must make sure that patient confidentiality is maintained at all times, including during planning discussions and CPD sessions****.*

**References & Interactivity**

* Also included in the provided Presentation PowerPoint Template is suggested content for interactivity and evaluation.
* References for evidence cited and tools/templates used must be provided to participants (in the presentation slides or at the end of the presentation PPT)
* Graphs and charts or other evidence-related materials cannot be altered to highlight one treatment or product.

It is recommended that you review the [CEPD Tips sheet on using copyrighted images in presentations](https://www.nosm.ca/wp-content/uploads/2024/05/NOSM-U-CEPD-Tip-Sheets-Guide-to-Using-Copyrighted-Images-in-Presentations.pdf).

**\*\*\* Presentations will be reviewed to ensure compliance of the above items prior to [the event date]. Unapproved content cannot be added without additional review and approval by the SPC.**

**Payment Information**

The planning committee is pleased to offer you an honorarium in the amount of **[$000]** for presenting at this educational activity.To complete the payment process of your honorarium, please complete **one** of the following:

1. If you are **considered a corporation** and charge/collect HST:
	1. please complete the attached Corporate Direct Deposit Information Form (included below).
	2. provide a copy of a void cheque.
	3. provide an invoice outlining your services and fees.

**Or,**

1. If you are **NOT a corporation**:
	1. please complete the attached Personal Direct Deposit Information Form (included below).
	2. provide a copy of a void cheque.

Forms can be found as attachments at the end of this document. Payment information and documents can be sent directly to **[COORDINATOR NAME AND EMAIL]**, and the payment process will be completed immediately post-event.

**Presenter Checklist**

**Speaker Requirements**

[ ]  Provide a headshot and biography by **[DATE].**

[ ]  Complete Conflict of Interest Form by **[DATE].**

[ ]  Complete Speaker Release Form by **[DATE].**

[ ]  Submit final presentation for ethical review by **[DATE]**

[ ]  Submit payment information for honorarium by **[DATE].**

[ ]  Schedule a test run to ensure there are no connectivity issues by **[DATE].**

**Review the Guidelines**

[ ]  [Quick Tips Identification and Management of Conflicts of Interest and Transparency to Learners](https://www.nosm.ca/wp-content/uploads/2018/10/QuickTips_COI.pdf)

[ ]  [National Standard for Support of Accredited CPD Activities](https://www.cfpc.ca/CFPC/media/Resources/Continuing-Professional-Development/National-Standard-for-Support-of-Accredited-CPD-Activities-FINAL-ver-23-1.pdf)

**Register for the Event**

There is no cost for speakers to attend the event. Please use code **[ENTER CODE]** to waive fees.

[ ]  **[NAME OF EVENT LINKED TO WEBSITE]** by **[DATE]**

[ ]  **[Book Hotel accommodations]** by **[DATE]** to get the group rate (This should be removed if the SPC is making all booking arrangements.)

**Prepare Your Presentation**

[ ]  Session Description

* + Please provide the session description by **[Date/Already completed]**
	+ Please provide learning objectives for the session by **[Date/Already completed]**
	+ Please ensure your session title and description remain the same once submitted to and approved by the planning committee.

[ ]  Interactivity

* + You are encouraged to integrate intentional opportunities for interactivity throughout your session with a goal of a minimum of 25 % interactivity.
		- * Tools for Interactivity (Virtual Platforms)
			* Interactivity (In-Person)

[ ]  Session Evaluations

* + Evaluations provide valuable feedback from your peers. Learn what makes your session effective and where to focus efforts on improvement!

***Tips for making evaluation a valuable part of your session:***

* Specifically, ask attendees to complete a session evaluation so that you will receive valuable feedback.

**Presentation Slides**

[ ]  Disclosure of Affiliations, Financial and In-Kind Support Slide

* Please refer to the [PowerPoint Template](https://www.nosm.ca/wp-content/uploads/2023/11/CEPD_PowerPoint_TEMPLATE.pptx).
* All slides are to be created in a 16:9 format.
* Do not include any copyrighted or promotional material within your slides.

[ ]  Forward your slides for review to **[COORDINATOR NAME AND EMAIL]** by **4:00 p.m. EST,** **[DATE].**

***Note: After submitting your presentation any further edits will need to be reviewed and approved by the SPC. Personal laptops will not be used for presentation purposes.***