



## UNIVERSITY OF MINNESOTA

### On-Site Materials Guidelines

The following information needs to be displayed or distributed on-site at your activity to learners. This document can serve as your checklist as you develop your program, workbook and/or welcome slides. In the event that you are not planning on having printed materials or slides, you can post this information as a sign at the registration desk. Per accreditation requirements, learners have to have access to all of the information listed below prior to the start of the activity.

The Office of Continuing Professional Development (OCPD) needs to review your final versions of these materials before posting, printing, distributing etc. Submit the materials to your Ed Consultant and allow three business days for review. If there are last-minute changes to the information required for any of the on-site materials, updated versions must be displayed or distributed to learners.

- [Disclosure Summary](#) The Disclosure Summary is a list that reflects disclosure information for all people in a position to control and/or influence activity design, development, and delivery. This includes speakers, planning committee members, and OCPD staff. The disclosure summary also must include the disclosure statement, which is included on the OCPD template. Use of the OCPD Disclosure Summary template is not required; however, all information included on the OCPD template is required to be included on the Disclosure Summary for your activity.
- [Disclosure slide](#), displayed at the beginning of each presentation. Disclosure slides are highly recommended for all speakers, even if the speaker has nothing to disclose and will not be discussing off-label or investigative uses.
- [Accreditation Statement and Credit Statement](#) OCPD will provide you with an Accreditation Cover Sheet that includes the accreditation and credit designation statements specific to your activity. This information needs to be included in your onsite materials.
- Instructions on how to access the online Evaluation and Credit Tracker. OCPD will provide you with the required language, including the URL that you must share with all learners and faculty by including it in your onsite materials.
- [Acknowledgement of Support](#) Appropriate acknowledgement of all grantors and exhibitors must be provided to the learners. The acknowledgement of support may not include potential supporters who are missing fully executed Letters of Agreement (LOAs) (for grants) or signed Exhibitor Agreements (for exhibitors) nor can it include logos. An [acknowledgement of support template](#) is available online; use of this template is not required.

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Created on: 2/6/2020

Last revised: 2/20/20