

Presenter Guidelines

It is the policy of the University of Minnesota Office of Continuing Professional Development (OCPD) to ensure balance, independence, objectivity and scientific rigor in all of its educational activities. All individuals who have influence over activity content are required to submit a Disclosure of Financial Relationships form where they will identify all financial relationships of any dollar amount that they have/have had with an ACCME-defined ineligible company* in the past 24 months.

Disclosure information is reviewed by the Planning Committee in advance in order to identify relevant financial interests and take steps to mitigate any possible conflicts of interest.

Specific disclosure information for each presenter, course director, and planning committee member will be shared with learners prior to the start of the course. Persons who fail to complete the disclosure in advance of the course are not eligible to be involved in this course.

Presenters with conflicts will be required to provide a copy of their slides in advance of the course date so that slides can be reviewed by members of the Planning Committee.

***Ineligible Company** is defined by ACCME as companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. ([See examples](#))

AS YOU DEVELOP YOUR CONTENT, REMEMBER THESE GUIDELINES:

- Your content must promote quality or improvements in healthcare and cannot promote a specific proprietary business interest of an ineligible company.
- You must identify any new or evolving topics without advocating for or promoting practices that are not or not yet adequately based on current science, evidence, and clinical reasoning.
- Your recommendations for patient care must be based on current science, evidence and clinical reasoning while giving a fair and balanced review of diagnostic and therapeutic options.

PRESENTING SCIENTIFIC RESEARCH

- The research must conform to the generally accepted standard of experimental design, data collection, and analysis.
- If you are presenting research funded by an ineligible company, the information must be based on generally accepted scientific principles and methods and not promote products or services of a company.
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DISCUSSING DRUGS OR OTHER HEALTHCARE PRODUCTS USED ON OR BY PATIENTS

- You must disclose that the use or indication in question is not currently approved by the FDA if you present any product use that is off-label.
- Any discussions of drug therapies should feature the use of generic names. Should trade names be used, please make sure that several different brand names are used, if possible. We realize that for certain therapies there may be only one drug or brand name; in this case, the generic name should be used.

COPYRIGHT, PHI, AND MORE

- If you are going to use copyrighted material for which you do not believe the fair use doctrine applies, you must obtain written permission from the respective copyright owners for its use or adaptation in your presentation.
- If you present specific patient cases or case histories, you must ensure that you have Health Insurance Portability and Accountability Act (HIPAA) compliant authorization for any Protected Health Information (PHI) in the presentation materials or have de-identified all materials in order to protect patient privacy.
- You cannot include logos, trade names or product-group messages of any ACCME-defined ineligible company on any educational materials (slides, handouts, etc.).
- As a presenter in an accredited continuing education activity, you cannot actively promote or sell products or services that serve your professional and/or financial interests.

DISCLOSURE OF FINANCIAL RELATIONSHIPS TO LEARNERS

- The course materials will include a summary of all Presenters' and Planning Committee Members' financial disclosures that will be shared with learners prior to the start of the course. You can still include a Disclosure Slide and/or verbal announcement of your disclosures as a best practice.
- We ask that you ensure your financial disclosure form is current. You can update your form in [CE Portal](#) if you have any updates to your financial relationships.

QUESTIONS

- Contact cme@umn.edu