

Dr. Beg,

We are very excited that you have agreed to speak at RSS ACTIVITY NAME on SESSION DATE AND TIME in the SESSION LOCATION. Below, please find guidelines that are from the Accreditation Council for Continuing Medical Education (ACCME) and the OU College of Medicine Office of Continuing Professional Development (CPD office), the entity providing the *AMA PRA Category 1 Credits™* for this event. The CPD office also requires several forms (*see below*) three weeks prior to your presentation.

This presentation will be held both live and via Zoom. Please be prepared to use your Zoom account.

Please send a **working title, 2-3 Learning Objectives and Gaps ASAP** for advertisement and approval purposes. ACCME *requires* the use of approved action verbs in wording of the Learning Objectives. **The attached Approved Action Verbs gives examples.**

Items needed by *DATE* (COURSE CONTACT EMAIL)

- Working Title
- 2-3 Learning Objectives (*Action Verbs Attached*)
- Gaps

Please upload these documents to ouhsc.cloud-cme.com at least three weeks before presentation

- Disclosure Form
- CV

Items needed 1 week before presentation

Please send to [course contact email](#)

- FINAL** Presentation w/disclosure slide (see checklist below)

As you begin to prepare your presentation, please keep in mind that, as an accredited provider, the CPD office requires all speakers to be aware of their role and responsibilities. Your role is very important to the goal of an unbiased educational activity, and we appreciate your time and attention to our requirements. A PowerPoint template is provided for your disclosure and objectives. Additional templates are provided for your convenience. If you have any questions, please call the CPD office at (405) 271-2350.

Please use the following checklist to ensure your **FINAL** presentation meets the requirements of the CPD office. Please e-mail your final presentations directly to me **1 week before your presentation**. This will allow enough time for us to review content for the items below and send it on to the CPD office for final approval. ***If your presentation is too large to email***, please let me know and I will instruct you on how to load into our drop box. If you have a video in your presentation, please alert us so that we can ensure it works properly on our end. You will be asked to fix anything that does not meet these requirements.

Presentation Checklist

- Speakers must begin their presentation with a **disclosure slide** (*attached*) that includes the following:

- ✓ This statement: **Under Accreditation Council for Continuing Medical Education (ACCME) guidelines, disclosure must be made regarding financial relationships with ineligible companies within the last 24 months;**
 - ✓ The speaker's name
 - ✓ All financial relationships with ineligible companies, including the name of the ineligible company, the role the speaker has with the ineligible company and what type of financial interest is involved. If there are no financial relationships with ineligible companies, the disclosure slide must include the following statement: **I have no relevant financial relationships or affiliations with ineligible companies to disclose.**
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- While the slide is present, **speakers must verbally disclose** the information on the slide.
 - All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
 - All scientific research referred to, reported, or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.
 - It is the responsibility of the presenter to obtain written permission for print inclusion of material including photographs that is under copyright (©) protection. **You must include the correspondence showing you have received permission.**
 - Presentations must be free of commercial bias for or against any product. Speakers must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality.
 - If CME educational material or content includes trade names, trade names from several companies should be used where available, not just trade names from a single company.
 - Please check your slides, abstracts and handouts to ensure they do not include any advertising, logos, trade names, or product-group messages.
 - Make certain your presentation/materials do not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA), unless you have appropriate authorization. You must provide such authorization upon request of the CPD Office.
 - If your presentation contains discussion of off-label or investigational uses of drugs or medical devices, the audience must be advised/informed. An off-label slide must be added to the presentation.
 - When using acronyms and abbreviations, please provide the definition on the first reference. Example: ACCME (Accreditation Council for Continuing Medical Education)

If you would like to receive CME credit as a presenter, providing this is the first time you have given this talk for CME credit, you will need to go thru AMA and self-report.

Please let me know if you have any questions or if I can assist you in any way.

Thank you,