Informing Content Contributors of Standards

Instructions: *The scientific planning committee (SPC) is responsible to communicate to content contributors (e.g. presenters, authors, instructional designers, facilitators, moderators, etc.) the following content-related accreditation/certification standards.*

Speaker communications (Example)

Dear [insert speaker name],

Thank you for your participation as a speaker in [program title].

[Include any other communications regarding logistics].

Please submit your Disclosure of Conflict of Interest Form to [program organizer] by [date].

For accreditation/certification of our program, all content contributors (e.g. presenters, authors, instructional designers, facilitators, moderators, etc.) must adhere to the following requirements:

- Develop content and learning objectives based on the identified needs of the target audience [NOTE: SPC should share identified needs with content contributors];
- Develop learning objectives that are learner-centred;
- Create content and materials that provide (where applicable) a balanced view for therapeutic options related to the content area and reflect the current scientific literature;
- Describe therapeutic options using generic names (or both generic and trade) and not reflect exclusivity and branding;
- Declare any off-label use when making therapeutic recommendations for medications that have not received regulatory approval;
- Make every effort to avoid bias, whether commercial or other;
- Disclose all financial relationships with commercial and not-for-profit organizations; presenters must disclose to learners both on slides and verbally;
- Include references to evidence used to create content;
- Adhere to time allotment, including time for interactivity such as Q & A;
- Ensure content and materials are available to the SPC for review prior to being made available to learners
- Ensure content and materials meet professional standards and legal requirements, including the protection of privacy, confidentiality and copyright.