

Speaker Guidelines for CME Presentations

As an accredited provider of the Accreditation Council for Continuing Medical Education (ACCME), ACAAI must ensure that all CME programs meet all ACCME Essential Elements and Guidelines while maintaining the highest standards and expectations of its audience.

Below are lists of faculty/ speaker guidelines to assist you in developing the highest quality educational content and materials. These guidelines also ensure compliance to the ACAAI's CME Policies.

Scientific Integrity

Individuals giving presentations at CME activities should follow these guidelines so that materials are evidence-based, objective and balanced:

- Presentations must be free of commercial bias for or against any product.
- Presentations must give a balanced view of therapeutic options. Faculty use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single supporting company.
- Presentations that include commercial products must present objective information about those products, based on scientific methods generally accepted in the medical community.
- Information presented must conform to the generally accepted standards of experimental design, data collection and analysis.
- If unapproved uses of a product or service are discussed, inform the audience.
- The content of slides and reference materials are the ultimate responsibility of the faculty selected by ACAAI.
- The preponderance of slides included in the presentation should reflect original thoughts and organization of the speaker.
- It is the responsibility of the faculty presenter to obtain written permission for print inclusion of material that is under copyright protection.
- Material presented from trial results must include information on study design, subject selection and participation/compliance, therapeutic agents administered including source/dosage, adverse effects encountered, funding source, etc.
- Faculty must offer a balanced presentation of all available trial data that is pertinent to the topic.
- The preponderance of data presented from clinical trials should be from peer-reviewed publications.

Disclosure of Conflicts of Interest

In order to comply with national and provincial standards and accreditation guidelines governing the relationships between industry and educational and professional organizations, it is necessary for all CME presenters to be familiar with current disclosure policy and procedures:

- Faculty must disclose any affiliations with manufacturers of products of service providers mentioned at the event or with manufacturers of competing products or providers of competing services.
- All presenters at CME events are required to provide disclosure. Failure to disclose will result in removal from the program.
- At the beginning of your presentation, (i.e., slide #2), please provide a disclosure statement.

Copyright

CME presenters should keep in mind that:

- Single copies of an insubstantial proportion (10% or less) of a published work for personal use is allowed.
- While it is legal to copy another's work for inclusion in a PowerPoint presentation, these slides must not be printed out and distributed.
- This legislation covers all information in print, electronic (CD-ROM, Internet) audio and video formats.
- The distribution of complete journal or other print articles as handouts is generally subject to a license fee for which the presenter would be responsible.
- Providing a bibliographic reference or link to this article is not subject to a license fee and, therefore, preferable.

Slides

- Educational material (slides, abstracts, handouts, etc.) **cannot** include commercial company and product logos.
- Do not use identifiable photographs of patients. Remove all patient identifiers from laboratory studies, x-rays, imaging studies, slides, etc. OR obtain written permission from the patient to use his/her information as part of your presentation.
- Limit the amount of information on each slide. Small font sizes and too much information on any one slide make duplication difficult.
- University or hospital logos may be included on the first slide.

Handouts

Handouts are highly valued by participants because they reinforce and clarify verbal information and aid recall. Here are some things to consider when preparing handouts:

- PowerPoint slides make effective handouts when they are printed in black and white with the background removed.
- PowerPoint slides are printed with 3, 4 or 6 slides per page depending on the number of slides and the density/clarity of material on the slides.
- If you elect to provide a text-based handout, point form is more effective than paragraphs.
- Include important ideas and significant information from your presentation
- Include 3 key messages on the last slide or portion of your handout
- Copyright guidelines apply to all educational materials. The ACAAI reserves the right to edit material that will contravene copyright.

CME Credit for Presenters

Faculty can earn CME credit for the learning that occurs in the preparation of an original presentation as part of an *AMA PRA Category 1 Credit™* live activity. The formula for granting such credit is 2 *AMA PRA Category 1 Credits™* per participant credit (or a 2:1 ratio). Credits are awarded based on time metrics and can be designated in 15 minute increments. No credits are given for repeat presentations of the same material, it is the responsibility of the physician to only claim the credit once, and credit may not be simultaneously earned as both a presenter and learner. Physicians may claim this credit directly from the AMA by completing the [Direct Credit Application](#).

Permission for Publication of Material

ACAAI may distribute protected PDF files of PowerPoint presentations on the ACAAI web site with appropriate attribution to all speakers. All speakers retain copyright ownership of their presentations.

ACAAI may record presentations in audio and/or visual form. ACAAI will be the sole copyright owner of the recording and can distribute and sell it. If a speaker's presentation is recorded, ACAAI will provide the speaker one complimentary copy of the recording upon request.