



AMERICAN COLLEGE OF ALLERGY, ASTHMA & IMMUNOLOGY
PROGRAM MATERIAL GUIDELINES

NOTE: All advertisements must be approved by ACAAI Education prior to sending, launching, and/or printing.

We are here to help! If you have any questions regarding these requirements,
please contact Barb King at barbaraking@acaai.org.

Program Material Requirement Versions

SAVE THE DATE

Only applicable for advertisements that contain minimal information such as title of activity, date, location, and there is not yet an agenda.

PRELIMINARY MATERIALS

Applicable to any preliminary meeting materials that do have an agenda, but are still short advertisements, postings, emails, etc. where space is limited.

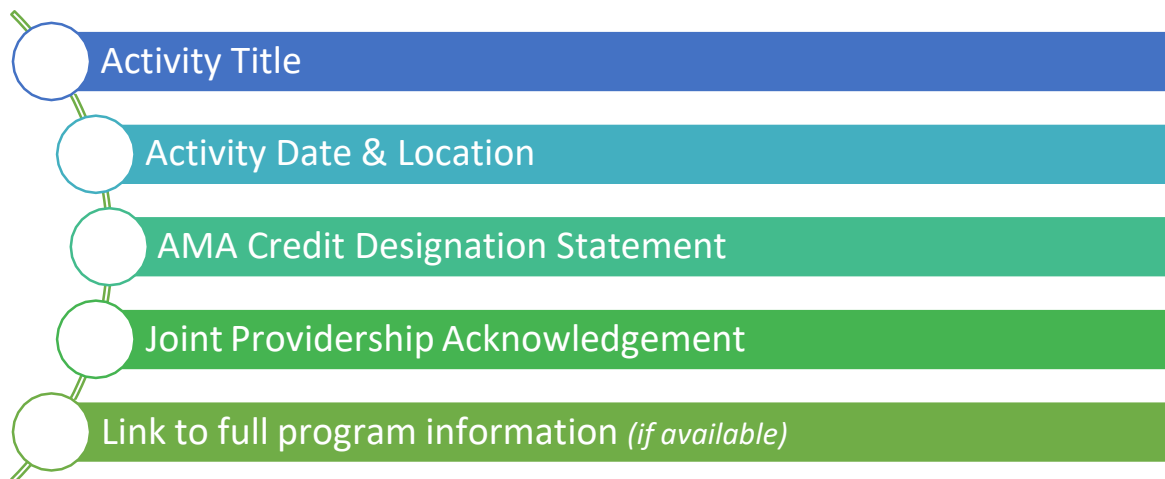
FINAL PROGRAM MATERIALS

Applicable to any final meeting materials, such as a full program advertisement, registration brochure, the final program or syllabus.

Save the Date

Use for **Save-the-Date** announcements (e.g. postcards, brief ads, etc.), when the **agenda** is not readily available to potential participants.

YOU MUST INCLUDE THE FOLLOWING:



ACAAI NOTES:

1. AMA Credit Designation Statement

- If the activity is already certified for credit, use the following statement on your Save the Date:
“This activity has been approved for *AMA PRA Category 1 Credit™*.”
- Do **not** include the # of credits with this statement.
- In the following scenarios, refer to the [Preliminary Program](#) requirements, as these instances require you to use the full Accreditation Statement & the full AMA Credit Designation Statement:
 - If you want to advertise the # of credits
 - If you want to include the full agenda
- If the activity is not yet certified for credit, do not use the above statement, and only include the activity title, date and location.

2. Joint Providership Acknowledgement

- (1 Logo):** Must use the ACAAI logo and include the following statement:



“Jointly Provided by the American College of Allergy, Asthma & Immunology and *<insert name of organization>*.”

- (2 logos):** Must include the following statement:

“Joint Provided by: *<insert ACAAI logo>* and *<insert organization logo>*”

Preliminary Materials

Use for **Preliminary Programs** (e.g., brief online/print advertisement, registration brochure, emails, etc.), when the agenda is readily available to potential participants.

YOU MUST INCLUDE THE FOLLOWING:

Activity Title

Activity Date & Location

Target Audience

- Examples: All practicing allergists/immunologists OR Fellows in allergy/immunology training programs OR Alliedhealth professionals in the field of allergy/immunology

Learning Objectives

- *At the end of this activity, participants should be able to:*
- See the document, "1c_Joint Providers_Tips & Verbs for Learning Objectives " for further guidance

Accreditation Statement

- Use the following statement: "This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the American College of Allergy, Asthma & Immunology and *<insert name of organization>*. The American College of Allergy, Asthma & Immunology is accredited by the ACCME to provide continuing medical education for physicians."

AMA Credit Designation Statement

- Use the following statement: "The American College of Allergy, Asthma & Immunology designates this live activity for a maximum of *<insert # of credits> AMA PRA Category 1 Credit(s)*[™]. Physicians should claim only the credit commensurate with the extent of their participation in this activity.
- *AMA PRA Category 1 Credit(s)*[™] is always italicized, even in headers
- The Accreditation Statement and the AMA Credit Designation Statement must always be separate paragraphs.

Commercial Support

- If commercial support is received, use the following statement: "This activity is supported by an unrestricted educational grant from (Company Name)"
- Registration must include the following statement
"In compliance with ACCME standards for Integrity and Independence in Accredited Education, *<insert organization name>* sometimes receives commercial support from industry (unrestricted educational grants) to underwrite educational programming. I give my consent to *<insert organization name>* to share my name and contact information with the commercial supporters of this accredited education activity.
[] Yes [] No"

Agenda/Program Information

- Include Agenda and/or include the link to the full program information

Final Program Materials

Use for **Final Programs** (e.g., full program advertisements, registration brochures, the final program or syllabus).

YOU MUST INCLUDE THE FOLLOWING:

Activity Title

Activity Date & Location

Joint Providership Acknowledgement

- **(1 Logo):** Must use the ACAAI logo and include the following statement: "Jointly Provided by the American College of Allergy, Asthma & Immunology and *<insert name of organization>*."
- **(2 logos):** Must include the following statement: "Joint Provided by: *<insert ACAAI logo>* and *<insert organization logo>*"

Target Audience

- Examples: All practicing allergists/immunologists OR Fellows in allergy/immunology training programs OR Alliedhealth professionals in the field of allergy/immunology

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- *At the end of this activity, participants should be able to:*
- See the document, "1c_Joint Providers_Tips & Verbs for Learning Objectives " for further guidance

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Disclosure Policy and Disclosures

- See notes below

Commercial Support Acknowledgement

- See notes below

Agenda/Program Schedule

- Include title of session, time of each presentation and speaker names and degree(s)

The full Disclosure Policy must be used in the final program

“As required by the Accreditation Council for Continuing Medical Education (ACCME) and in accordance with the American College of Allergy, Asthma & Immunology (ACAAI) policy, all educational planners, presenters, instructors, moderators, authors, reviewers, and other individuals in a position to control or influence the content of an activity must disclose all financial relationships with any ineligible company(s) that have occurred within the past 24 months.

All identified conflicts of interest must be mitigated and the educational content fully vetted for fair balance, scientific objectivity and appropriateness of patient care recommendations. It is required that disclosures be provided to the learners prior to the start of the activity. Individuals with no financial relationships to disclose must also inform the learners that no financial relationships exist.

Learners must also be informed when off-label, experimental/investigational uses of drugs or devices are discussed in an educational activity or included in related materials.

Disclosure in no way implies that the information presented is biased or of lesser quality. It is incumbent upon course participants to be aware of these factors in interpreting the program contents and evaluating recommendations.

Expressed views do not necessarily reflect the opinions of the ACAAI.

All identified conflicts of interest have been mitigated.”

You must include the name of the individual with a disclosure, their degree(s), the ineligible company name and the nature of the relationship (role).

Example:

The individuals listed below disclose the following financial relationships:

Name	Role in the CME Activity	Commercial Interest & Nature of Relationship
John Q. Smith, MD	Presenter	Consultant/Advisory Board: AstraZeneca, Johnson and Johnson Research Grant: Gilead, Johnson and Johnson, Merck, Roche, Sanofi
Mary Stevens, MD	Moderator	Speaker: Teva, CSL Behring
Anne Jones	Staff	Stock Ownership: Riverside Publications

The individuals listed below have no financial relationships to disclose:

Patrick Donovan, MD Moderator, Presenter

Educational Staff/Committee/Reviewer have no financial relationships to disclose, except as may be listed above.

Commercial Support Acknowledgement

If monetary support or in-kind donation, use the following statement:

"This activity is supported by independent educational grant(s) from:

<insert list of ineligible company(s)>"

The following components must also be present in the final program materials:

CME Instructions

Instructions on how to obtain a CME Certificate or Certificate of Attendance

- *Example:* In order to receive credit, participants must sign-in to the ACAAI College Learning Connection (CLC) at <https://education.acaai.org>, review the CME information, complete the evaluation and download their certificate. Per the American Medical Association (AMA), only physicians may receive a CME Certificate. Other healthcare professionals will receive a Certificate of Attendance that they may submit to their regulatory body.

Special Needs

- Use the following statement: "In compliance with the Americans with Disabilities Act, enter JP name requests that participants in need of special accommodation submit a written request to enter JP name well in advance. Please contact *<insert name>* at *<insert email address>*."

Disclaimer

- *Example:* The information provided at this CME Activity is for continuing education purposes only and is not meant to substitute for the independent medical judgement of a healthcare provider relative to diagnostic and treatment options of a specific patient's medical condition.

Final Notes

Faculty Slides/Handouts must be reviewed to ensure the following: no bias exists; references are included; copyrighted material is appropriately used/cited; copyright permission has been obtained.

Opening Slide for the Activity must include the following statement:

"Jointly Provided by: *<insert ACAAI logo>* and *<insert organization's logo>*"