**A green and black logo

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Dear Speaker:

We are pleased that you will be participating in our CME activity **{Name of event}** scheduled for **{Date/Time of Event}**

GBMC HealthCare is accredited by the Accreditation Council for Continuing Medical Education (ACCME). As such, we are required to meet all ACCME standards in the continuing medical education that we sponsor: <https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>

Our accreditation is important to us, and we look forward to working with you to produce a CME event that is relevant, valid, scientifically sound, and free from commercial bias. Please see the information below for specific expectations and guidelines.

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GBMC HealthCare has agreed to pay you an honorarium of [amount] and may reimburse certain expenses you may incur as listed in our policies. **It is also our policy that faculty do not accept any additional payments or reimbursements from any commercial interest for presenting CME activities for GBMC HealthCare.**

In addition, we would like to draw your attention to the following:

* **GBMC expects speakers to provide learning objectives for their lectures. These will be provided to learners in advance of the event.**
* **GBMC expects that all of its CME programs will adhere to the ACCME’s content validation value statements. Specifically, all 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 of justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis. Please contact the GBMC CME Office if you do not feel your presentation can meet these standards.**
* **GBMC expects that the content or format of CME activities and related materials will promote improvements or quality in healthcare and not a specific proprietary interest of commercial interest. We will disclose to learners the information you have provided us on any relevant financial relationships with commercial interest you have or the lack of these relationships prior to the activity. We also remind you that CME must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If your 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.**
* **It is the responsibility of the speaker to inform participants about investigative drugs and off-label uses.**
* **Presenters must include a slide listing financial disclosures (and mitigation, if applicable) before they begin their presentations. The statement should include the name of the ineligible company, and the nature of the relationship with the ineligible company (consultant, advisor, investor, etc.). The statement should not include logos or trade names from the ineligible company.**
* **GBMC will be seeking feedback from the learners on the effectiveness of this CME activity through program evaluations.**
* **Slides, abstracts, and handouts must not contain any advertising, trade names, or product-group messages.**

Again, thank you for agreeing to work with us on this CME activity. Please complete the attached forms (**Speaker Information Form** and **Disclosure of Financial Relationships Form)** and return them, along with a copy of your curriculum vitae to [cme@gbmc.org](mailto:cme@gbmc.org) or to the department sponsoring the CME activity.

Sincerely,

**GBMC CME Office**

**cme@gbmc.org**

## Speaker Information Form

Name: Degrees:

### Title:

### Organization:

### Address:

### City: State: Zip:

Phone: Fax:

Email: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­­­

Lecture Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning Objectives: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AV Information**

**(If you have questions about AV needs, please call 443-849-3293)**

* We ask that you present from behind the podium for a seamless viewing experience for both in-person and virtual viewers.
* All PowerPoint presentations must be in **.pptx format** and emailed to the conference center at [confrenc@gbmc.org](mailto:confrenc@gbmc.org) no less than 48 hours prior to the conference.
* Dropbox, Google Drive, or any other cloud storage links are not permitted. It must be the actual file.
* No thumb drives or any type of portable media are permitted.
* If the presentation is too large to send via email, please email [confrenc@gbmc.org](mailto:confrenc@gbmc.org) and we will arrange an alternate solution.
* If planning to use your own HDMI-capable device, be sure to arrive 60 minutes prior to the scheduled start time.

**Honorarium (If Offered For Event)\***

GBMC will issue a check for your honorarium and expenses immediately upon receipt of your travel expenses. The sponsoring department will provide additional information if indicated. \*Honoraria are not paid to members of the GBMC Staff. Not all departments offer honoraria to speakers.

**Handouts**

Feedback from learners confirms that handouts can be helpful for some topics.

Please forward any handouts you would like to have duplicated for the program to the department sponsoring the CME event **at least 2 weeks prior to the program date**.

**Thank you again for your participation in this program.**