

CME Letter to Speakers

Welcome,

On behalf of the <<department/planning committee>> at Yale New Haven Health Bridgeport Hospital, I would like to thank you for agreeing to participate at the <<conference>> on <<date>>.

Presentation Requirements:

We ask your cooperation in meeting compliance requirements as outlined by the American Council for Continuing Medical Education. Please complete the disclosure form emailed to you from EEDS, the database we use to manage CME within seven days of your program. The information on the disclosure form must match the information on your disclosure slide.

As a person in control of content of this educational activity, you are being asked to comply with the following requirements for your presentation:

Prevention of Commercial Bias:

- The presentation must promote improvement or quality in health care and not the products and services of an ineligible company as defined by the ACCME. The ACCME defines ineligible companies as *those whose primary business in producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.*
- The presentation must be fair and balanced.
 - Use of generic names is encouraged
 - If a trade name is used, trade names from several companies should be used, not just from a single company.
- If you are an employee of an ACCME defined ineligible company, your presentation:
 - May not include commercial logos
 - May not include a discussion of products/services/business lines sold by the company by which you are employed
 - May not discuss topics related to the products/services/business lines sold by the company by which you are employed
 - May discuss the science of discovery, physiology, methodology, or quality but not the application of that science to patient care

Content Validation

- The presentation must offer information that is generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of healthcare to the public.
- Any recommendations involving clinical medicine 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.
- Any scientific research referred to, reported or used in support of justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

- The presentation must not promote recommendations, treatment or manners of practicing medicine that are:
 - Not within the definition of continuing medical education
 - Are known to have risks or dangers that outweigh the benefits
 - Are known to be ineffective in the treatment of patients

Thank you in advance for your cooperation and we are looking forward to a successful conference. If you have any questions, please feel free to contact me at <<>>. We look forward to seeing you on <<>>.

Sincerely, CME Coordination/Sponsor/Department Chair