

Speaker Disclosure Process

1. **All speakers, moderators, panelists, discussants—anyone speaking at the meeting—must complete a speaker disclosure form.** Since the disclosure pertains only to the content of the presentation, if a speaker is presenting more than once they must complete multiple disclosure forms. What may be a conflict for one topic may not apply to another presentation. Below is an example that could be sent to the speaker explaining the process. If the potential speaker is submitting an electronic abstract, this information must be included in the on-line directions and the site should be programmed in such a way that they must submit the completed disclosure with the abstract if it is to be considered.

Suggested text to be used when sending the form:

In accordance with ACCME regulations, the American College of Surgeons, as the accredited provider of this activity, must ensure that anyone who is in a position to control the content of the education activity has disclosed all relevant financial relationships with any commercial interest **as it pertains to the content of the presentation**. The goal of this process is not to exclude people who have conflicts, but to manage these conflicts while benefiting from your expertise.

Please complete the enclosed disclosure form and return it to **<insert your name> by < date >**. Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to manage the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation. **Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.**

2. **The top portion of the disclosure form must be completed prior to emailing or faxing the disclosure form.**

3. **If a conflict of interest is noted on the disclosure form, a designated official must complete a Management Form.** Please send an email to the designated official (it must be a Chair or Moderator—someone a level above the speaker) who will be managing the conflict. The conflict management form (upper portion to be completed by you prior to sending e-mail) is to be included as an attachment. Suggested email:

Dear Dr. <insert name>

Dr. _____ has advised us of a potential conflict of interest as it relates to the content of the presentation. We request that you contact him/her and discuss options on how the conflict may be managed.

For your convenience, a form is attached to assist you with the management. **You must complete the form—not the speaker.** A few sentences must be included on the form detailing how the potential conflict has been resolved.

We would appreciate it if you would return the completed form via e-mail or fax to <insert name>by <insert date>. Thank you.