**ATTACHMENT 3a SPEAKER SUBMISSION FORM**

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| 1. Personal Information
 |
| **Presenter Name:** |  | **Credentials:** |  |
| **Workplace/Organization:** |  |
| **Title/Position:** |  |
| **Address:** |  |
| **City, State & Zip:** |  | **Country:** |  |
| **Email:** |  | **Phone:** |  |

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| 1. Presentation Information
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| To qualify for continuing education credits, each presenter must have a title and overview associated with their presentation. This information must differ from the session title and description. |
| **Presentation Title:** (Limit to 15 words |  |
| **Presentation Overview:** Describe your presentation in 2-3 sentences. It must be objective, free from bias and not include the names of commercial entities, products, or services.  |  |
| **Learning Outcomes:** Begin sentence with one measurable action verb. Begin each sentence with one of these objective verbs **(Define, List, Describe, Discuss, Explain, Identify, Demonstrate, Differentiate, Compare, Design, Formulate, Evaluate, Assess, Name, Analyze)**. Do not use the terms learn or understand—they are not measurable.  |  |
| **LEARNER ENGAGEMENT STRATEGIES:***List the learner engagement strategies to be used by Faculty, Presenters, Authors i.e., lecture, case studies, slides, Q&A etc.* |  |

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| 1. Bio Data and (*75 words maximum*):
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| Please read the [[APHA Conflict of Interest Policy; ACCME [Standards for Integrity and Independence in Accredited Continuing Education](https://accme.org/sites/default/files/2022-06/884_20220623_Standards%20for%20Integrity%20and%20Independence%20in%20Accredited%20Continuing%20Education.pdf)](https://apha.org/professional-development/continuing-education/apha-continuing-education-policies)](https://apha.org/professional-development/continuing-education/apha-continuing-education-policies)  |
|  I am qualified to **present** on this material because (3-4 sentences):  |

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| 1. Conflict of Interest (COI) Disclosure-Resolution
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| During the past 24 months have you, or your spouse or partner had a financial, professional or personal relationship with an [ineligible company](https://www.accme.org/faq/what-accmes-definition-ineligible-company) that might potentially bias and/or impact the content of the educational activity/session?  ☐    Yes    ☐       No If yes, list company (s) with relationship:

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| --- | --- |
|  Relationship | Name of Commercial Company  |
|  |  |
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Resolution: I have read and I agree not to promote any products, goods or services or to bias the educational planning and selection of presenters and to protect the integrity of the content according to the [[APHA Conflict of Interest Policy; ACCME [Standards for Integrity and Independence in Accredited Continuing Education](https://accme.org/sites/default/files/2022-06/884_20220623_Standards%20for%20Integrity%20and%20Independence%20in%20Accredited%20Continuing%20Education.pdf)](https://apha.org/professional-development/continuing-education/apha-continuing-education-policies)](https://apha.org/professional-development/continuing-education/apha-continuing-education-policies) |
| Conflict of Interest (COI) Disclosure - Resolution |
| A CE worthy educational activity/session must be developed and presented with independence, objectivity, and scientific rigor, free from promotion of specific goods or services, or bias. A Conflict of Interest (COI) is present if any relationship of a financial, professional, or personal nature exists that would potentially bias the planner, program reviewer presenter, speaker, discussant, respondent, faculty because they may have an impact on the content of an educational activity.Such a relationship may be:* with a commercial entity, or entity controlled/owned by an entity that produces, markets, re-sells, or distributes healthcare goods or services that are consumed by, or used on, patients/clients. Pharmaceutical or biomedical device entities whose goods or services are related to therapeutic areas are such commercial entities.
* A salary; consulting fee; honoraria; ownership interest except diversified mutual funds; private research or program contracts or grants; publications; royalties; membership on advisory or top-level boards or panels that give remuneration.

Exempt entities that are not considered commercial entities for CE purposes are non-profits, governments, and non-healthcare related companies. To award CE credits, a COI must be identified, disclosed and resolved before presentation. Each presenter, speaker, discussant, respondent, faculty must agree not to promote the sale of goods or services or insert bias when presenting or moderating a session. |

[ ]  I attest that the above information is true and agree to comply with the above.

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| Typed Signature:  | **Date:**  |