\*All options are listed in each section – please tailor to your educational activity

Speaker Package for

[EVENT/PROGRAM NAME]

Thank you for agreeing to be a speaker for **[EVENT/PROGRAM NAME]. T**he event details are as follows:

**Presentation Date:**

**[Week day, Month, Date, Year | Time]**

**Topic:**

**[Title]**

**Session Description:**

* *DESCRIPTION EXAMPLE*: *The session will consist of a TED-like talk with 15-20 minutes for questions and discussion. Describe the goals of the SPC regarding what content will be addressed during the session.*

**Session Length:**

* **[Enter length of Session]**
	+ Speakers are encouraged to include elements of interactivity throughout their presentation (a minimum of 25% interactivity must be incorporated).
		- ***Documents for your reference***:
			* Tools for Interactivity (Virtual Platforms)
			* Interactivity (In-Person)

**Format:**

* In-Person/Virtual/Hybrid
* Virtual events include a test run scheduled within the week leading up to the event.
* Your session will/will not be recorded

**Intended Learning Objectives:**

Please review the learning objectives which have been written in response to the gaps identified by the planning committee during the needs assessment process. Please include the learning objectives at the beginning of your presentation.

If you would like to refine these learning objectives, please contact the program coordinator who will assist in making changes and will ensure they remain in alignment with the needs assessment and educational priorities determined by the planning committee.

1. *LO 1*
2. *LO 2*
3. *LO 3*

**Conflict of Interest Declaration and Speaker Release**

The [Conflict-of-Interest Declaration Form](https://www.nosm.ca/wp-content/uploads/2023/03/COI-Declaration-Form_March-2023_pg-2-FORM.pdf) asks you to identify all affiliations with for-profit and not-for-profit organizations over the past two years so that the Planning Committee can prevent any potential for bias. For a details explanation of what should be included in the form, please read [these terms](https://www.nosm.ca/wp-content/uploads/2023/03/COI-Declaration-Form_March-2023_pg-1-TERMS.pdf) as outlined by the National Standard for the Support of Accredited CPD Activities.

The Speaker Release Online form provides the planning committee with your consent regarding posting and publishing your content and participation. As the speaker, you retain all intellectual property rights in the presentation.

Please complete these forms by **[DATE].** Access forms by clicking the links below:

* [Conflict of Interest Declaration Form](https://www.nosm.ca/wp-content/uploads/2023/03/COI-Declaration-Form_March-2023_pg-2-FORM.pdf)
* [Speaker Release Form](https://www.nosm.ca/wp-content/uploads/2024/05/External-Speaker-Release-Form.docx)

**IMPORTANT!**

All speakers must abide by the following:

* [National Standard for Support of Accredited CPD Activities](https://www.cfpc.ca/CFPC/media/Resources/Continuing-Professional-Development/National-Standard-for-Support-of-Accredited-CPD-Activities-FINAL-ver-23-1.pdf)
* [CMA Guidelines for Physicians in Interactions with Industry](https://policybase.cma.ca/link/policy14454?_gl=1*1e4gi2d*_ga*NzA3NDkyMjU2LjE2OTgwNzgyNDE.*_ga_91NZ7HZZ51*MTcwMDY5MzQ4OS4zLjAuMTcwMDY5MzQ4OS42MC4wLjA." \l "_ga=2.41527330.1629995909.1700693490-707492256.1698078241)

**Presentation Requirements**

Attached is a [PowerPoint Template](https://www.nosm.ca/wp-content/uploads/2023/11/CEPD_PowerPoint_TEMPLATE.pptx) that includes the required conflict of interest and learning objective slides. Please feel free to copy and paste into your presentation slide.

Each presentation must begin with the speaker disclosing affiliations that may cause a perception of bias (as contained in your Conflict of Interest Declaration). Please notify the audience of any affiliations that may affect the participant’s perception of bias throughout the session, or declare that you have no affiliations.

Also included in the [PowerPoint Template](https://www.nosm.ca/wp-content/uploads/2023/11/CEPD_PowerPoint_TEMPLATE.pptx) is suggested content for interactivity and evaluation.

It is recommended that you review the [CEPD Tips sheet on using copyrighted images in presentations](https://www.nosm.ca/wp-content/uploads/2024/05/NOSM-U-CEPD-Tip-Sheets-Guide-to-Using-Copyrighted-Images-in-Presentations.pdf).

**Please review the bullets below to ensure the presentation complies with the national standard for supporting accredited CPD activities.**



**Payment Information**

The planning committee is pleased to offer you an honorarium in the amount of **[$000]** for presenting at this educational activity.To complete the payment process of your honorarium, please complete **one** of the following:

1. If you are **considered a corporation** and charge/collect HST:
	1. please complete the attached Corporate Direct Deposit Information Form (included below).
	2. provide a copy of a void cheque.
	3. provide an invoice outlining your services and fees.

**Or,**

1. If you are **NOT a corporation**:
	1. please complete the attached Personal Direct Deposit Information Form (included below).
	2. provide a copy of a void cheque.

Forms can be found as attachments at the end of this document. Payment information and documents can be sent directly to **[COORDINATOR NAME AND EMAIL]**, and the payment process will be completed immediately post-event.

**Presenter Checklist**

**Speaker Requirements**

[ ]  Provide a headshot and biography by **[DATE].**

[ ]  Complete Conflict of Interest Form by **[DATE].**

[ ]  Complete Speaker Release Form by **[DATE].**

[ ]  Submit payment information for honorarium by **[DATE].**

[ ]  Schedule a test run to ensure there are no connectivity issues by **[DATE].**

**Review the Guidelines**

[ ]  [Quick Tips Identification and Management of Conflicts of Interest and Transparency to Learners](https://www.nosm.ca/wp-content/uploads/2018/10/QuickTips_COI.pdf)

[ ]  [National Standard for Support of Accredited CPD Activities](https://www.cfpc.ca/CFPC/media/Resources/Continuing-Professional-Development/National-Standard-for-Support-of-Accredited-CPD-Activities-FINAL-ver-23-1.pdf)

**Register for the Event**

There is no cost for speakers to attend the event. Please use code **[ENTER CODE]** to waive fees.

[ ]  **[NAME OF EVENT LINKED TO WEBSITE]** by **[DATE]**

**Prepare Your Presentation**

[ ]  Session Description

* + Please provide your session description by **[DATE]**
	+ Please ensure your session title and description remain the same once submitted to and approved by the planning committee.

[ ]  Interactivity

* + You are encouraged to integrate intentional opportunities for interactivity throughout your session with a goal of a minimum of 25 % interactivity.
		- * Tools for Interactivity (Virtual Platforms)
			* Interactivity (In-Person)

[ ]  Session Evaluations

* + Evaluations provide valuable feedback from your peers. Learn what makes your session effective and where to focus efforts on improvement!

***Tips for making evaluation a valuable part of your session:***

* Specifically, ask attendees to complete a session evaluation so that you will receive valuable feedback.

**Presentation Slides**

[ ]  Disclosure of Affiliations, Financial and In-Kind Support Slide

* Please refer to the [PowerPoint Template](https://www.nosm.ca/wp-content/uploads/2023/11/CEPD_PowerPoint_TEMPLATE.pptx).
* All slides are to be created in a 16:9 format.
* Do not include any copyrighted or promotional material within your slides.

[ ]  Forward your slides to **[COORDINATOR NAME AND EMAIL]** by **4:00 p.m. EST,** **[DATE].**

***Note: We strongly advise you not to make edits to your presentation slides after submission, as we may be unable to accommodate them on the event day.***