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| **Conflict of Interest Declaration Forms** | | | |
|  | Completed by all SPC members. | |
|  | SPC member COI declarations were reviewed by the SPC. | |
|  |  | Not Applicable. | | |
|  |  | Affiliations were considered and a mitigation strategy discussed. | | |
|  |  |  | | |
|  | Speaker, Authors, Facilitators and Moderators were asked to complete a COI Declaration Form. | | | |
|  | Speaker, Author, Facilitator and Moderator COI declarations were reviewed by the SPC. | | | |
|  |  | Affiliations were considered and a mitigation strategy discussed. | | |
|  |  | Presentations of concern were reviewed. | | |
|  |  | Not applicable. | | |
|  |  |  | | |
| **Conflict of Interest Disclosure Slides** | | | | |
|  | SPC slide includes: | | | |
|  |  | SPC Member COI declarations. | | |
|  |  | How SPC has mitigated any affiliations of concern identified by SPC members, speakers, authors, facilitators or moderators. | | |
|  |  | Financial acknowledgement for any financial or in-kind support received for the activity. | | |
|  |  | Steps taken to mitigate bias related to sponsorship. | | |
|  |  |  | | |
|  | Speaker slide includes: | | | |
|  |  | Name and session title. | | |
|  |  | Affiliations with for-profit or not-for-profit organizations. | | |
|  |  | Financial support received related to this session. | | |
|  |  | Nothing to declare statement. | | |
|  | | | | |
| **Communication with Speakers** | | | | |
|  | Speaker letter sent (Includes information related to COI, branding, balance, objectivity of content). | | | |
|  | Speaker release signed by speaker (if applicable). | | | |
|  | Speaker disclosure slide template provided to speaker. | | | |
|  | Presentation reviewed by SPC member using the Checklist for Independent Content Validation. | | | |
|  | Communication with speakers includes EDIA/diversity ethical considerations in content (avoid the use of gendered, racialized and otherwise oppressive language). | | | |
|  |  | | | |
|  |  | | | |
| **Sponsorship Management** | | | | |
|  | Sponsorship prospectus created. | | | |
|  | Sponsor ask letter created. | | | |
|  | Sponsor agreement document created for each confirmed sponsor and signed by SPC and Sponsor. | | | |
|  | Sponsor is not on and does not have influence over the planning committee. | | | |
|  | SPC member and speaker affiliations with sponsor have been identified and steps take to mitigate. | | | |
|  | Sponsors are appropriately acknowledged in programs/on websites. | | | |
|  | Sponsorship branding is appropriately placed and sized in the program and/or on the website. | | | |
|  | Exhibit hall where sponsors are located is outside of any rooms where education is delivered. | | | |
|  | Sponsors do not have access to participant names. | | | |
|  | Sponsors will not be presenting or offering unaccredited workshops during time when accredited content is delivered. | | | |
|  | The National Standard for the Support of Accredited Activities was referenced for all decisions related to sponsors. | | | |
|  | Program did not include sponsorship or in-kind support. | | | |