

Dear Forum 2019 Podium Presenter,

To comply with College of Family Physicians of Canada (CFPC) regulations, all presenters (including non-members of the CFPC), are required to:

Declare Conflicts of Interest

At the beginning of your presentation, you must **verbally** notify the audience of any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the program.

Include Disclosure Slides in each Podium Presentation

All presentations must include all 5 mandatory disclosure slides (see below) in English, in French or in both official Languages.

Slide #1, 2, 3

At the beginning of their presentation as slides 1, 2 and 3, the following slides are required:

- 1) Faculty/Presenter Disclosure
- 2) Disclosure of Commercial Support
- 3) Mitigating Potential Bias

Slide #4: Learning Objectives & Slide

At the beginning of your presentation, you must **verbally** identify the learning objectives which must also be inserted into your presentation slides at slide #4 (see attached PowerPoint Slides).

Last Slide (Slide #5): References Slide

At the end of your presentation, please include any references of the evidence used to create the content in the presentation (see attached Powerpoint Slides)

There are no exceptions to the requirement of including all 5 disclosure slides in your presentation. Presentations that do not include all slides will not be accepted for presentation. All CFPC required slides are attached hereto and include details within on how to complete each slide.

For “Quick Tips” regarding the above, please see:

- English Quick Tips: https://www.cfpc.ca/uploadedFiles/CPD/Mainpro_-_Maintenance_of_Proficiency/QuickTips_COI_Final_ENGLISH.pdf
- French Quick Tips: https://www.cfpc.ca/uploadedFiles/QuickTips_COI_Final_FRENCH.pdf

Use of Brand and Generic Names

There must be evidence of appropriate use of brand and generic names in CPD programs and associated materials.

- Generic names should be used where possible in accredited programs
- If brand names are used, the brand name should appear in parentheses after the generic name. Every drug mentioned should be referred to in a similar manner.

Family Physicians

If you are a family physician, please ensure that you follow the CMA Guidelines for Physicians in Interactions with Industry: <http://policybase.cma.ca/dbtw-wpd/Policypdf/PD08-01.pdf> and the Innovative Medicines Canada Code of Ethical Practices: http://innovativemedicines.ca/wp-content/uploads/2018/06/Code-Formatted_Regular_EN-2.pdf

Should you have any questions or concerns regarding the CFPC requirements above, please feel free to contact Michelle Daigle at: michelle.daigle@queensu.ca

