**Speaker Letter Template**

*[remove this section before sending] - The Scientific Planning Committee is accountable for all content delivered and must ensure that all persons involved with developing and delivering CPD content (e.g. speakers, moderators, facilitators, instructors, authors) are informed of the accreditation / certification standards. This can be achieved through sending this speaker letter, including instructions to faculty as they are developing content. Your speakers may already be aware of some or all of these standards. Adapt the below as appropriate based on your already existing communications.*

Dear [insert name],

Thank you for participating in our educational initiative. Your session will be held at [insert start time] and last exactly [insert duration]. To ensure that accreditation / certification standards are met for this educational activity, please ensure the following:

* The needs of the target audience are considered when developing content for this session.
  + Learning needs: [insert learning needs]
  + Target Audience: [insert target audience]
* Learning objectives for your session are learner-centred, developed in consultation with the SPC, and consider [CanMEDS](http://www.royalcollege.ca/rcsite/canmeds/canmeds-framework-e) / [CanMEDS-FM](https://www.cfpc.ca/canmedsfm/) roles.
* The presentation is consistent with the [CMA Guidelines for Physicians in Interactions with Industry (2007)](https://policybase.cma.ca/documents/policypdf/PD08-01.pdf) and the [Innovative Medicines Canada Code of Ethical Practices](http://innovativemedicines.ca/ethics/code-of-ethics/)
* The content and presentation is relevant to the learning objectives, reflect current evidence, and is balanced across applicable diagnostic and/or therapeutic options.
* The description of diagnostic and therapeutic options must use generic names and not reflect exclusivity or branding.
* Reference to unapproved therapies or devices (off-label use) must be explicitly declared.
* Every effort is made to avoid bias, whether commercial or other.
* Content and materials meets professional standards and legal requirements, including the protection of privacy, confidentiality and copyright.
* [insert this bullet content if Family Physicians are part of the target audience] A slide discussing barriers to practice change is included in the presentation’s recommendations, and if possible, provides support or guidance to assist physicians in understanding how they may overcome these barriers.
* The disclosure of any real or potential conflicts of interest to the Scientific Planning Committee (SPC) and participants (COI Disclosure Form, COI Disclosure & Management Slides)
* Presentations include at least 25% interactivity
* Presentations are submitted in time for review by the SPC
* References to evidence used to create content is included in the presentation. Information must be provided to the audience if there is limited evidence for an assertion or recommendation made.

Sincerely,

[Name]

[Position]