**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 |  |
| **Date and Time** |  |
| **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. |  |
| **LEARNER ENGAGEMENT STRATEGIES:***List the learner engagement strategies to be used by Faculty, Presenters, Authors*  |  |

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| 1. Bio Data and (*75 words maximum*):
 |
| Please read the [[APHA Conflict of Interest Policy; the Continuing Education Content Integrity Standard; and, the Commercial and Sponsorship Support Standards](https://apha.org/professional-development/continuing-education/apha-continuing-education-policies)](https://apha.org/professional-development/continuing-education/apha-continuing-education-policies) before filling out this form.  |
|  I am qualified to give this **presentation** on this material because:  |

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| 1. Conflict of Interest (COI) Disclosure-Resolution
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| Required Disclosure: During the past 12 months have you, or your spouse or partner had a financial, professional or personal relationship that might potentially bias and/or impact content of the educational activity/session? [ ]  Yes [ ]  NoResolution*: By signing this form, I agree when presenting or moderating this session, not to promote the sale of goods or services, or insert* bias *and to protect the integrity of the content according to the* APHA Conflict of Interest Policy; the Continuing Education Content Integrity Standard; and the Commercial and Sponsorship Support Standards*.*  |
| 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.

**Typed signature:**       **Date:**