

## **Disclosure to the Audience Guidelines**

As part of CME activity process, it is important to inform the audience/ participants that the activity was conceived, planned and will be executed independently, free of commercial bias. Therefore, after the COI-Disclosure Forms are received by the CME Program Office, reviewed and the conflict of interests are identified, resolved, it is time to disclose those findings, financial relationships, of faculty/ speaker, CME Planning Committee, Reviewer, Moderator, any individual connected to CME activity or their spouse(s)/ partners.

In addition, if there has been any commercial support by a commercial interest, it should be made known to the audience or learners at the start of an activity.

### **A. For Sponsor(s) ` Disclosure**

1. CME Program Office acknowledges the receipt of commercial support from commercial interests and makes it public prior to the beginning of an activity.
2. The acknowledgement could be made verbally or in written form.
3. It could be mentioned in activity syllabi, handouts, or online, acknowledging all in-kind and monetary support received for CME activities.
4. In-kind support is mentioned in detail.
5. The disclosure should not include the use of a corporate logo, trade name or a product group message of an ACCME-defined commercial interest.

### **B. For Faculty/ Speaker, CME Planning Committee, Reviewer, Moderator and others concerned with activity**

1. The disclosure of relevant financial relationships to commercial interests will be made prior to the beginning of an activity.
2. The disclosure could be made in the following ways:
  - a. CME Program Office mentions it on the registration forms of an activity,
  - b. CME Program Office includes it in the syllabus/ agenda/ schedule of an activity
  - c. CME Program Office mentions it on the activity website
  - d. The presenter(s)/ speaker(s) add it visually to the slideshow of an activity presentation by putting it on second number after introductory slide.
  - e. Activity Director/ moderator/ speaker announce it verbally about all the speaker(s)/presenter(s) involved in each educational session.
3. CME Program Office should use the following phrases in making disclosures:
  - a. Nothing to Disclose**  
If no one in control of content (including both planner(s) and speaker(s)) has anything to disclose.
  - b. Something to Disclose**  
If anyone in control of content has something to disclose.
  - c. Planners**  
The following planners have indicated (a) relevant financial relationship(s) with an ACCME-defined commercial interest: Planner name, name of commercial interest and nature of relationship.

**d. Faculty**

The following faculty have indicated (a) relevant financial relationship(s) with an ACCME-defined commercial interest: Faculty name, name of commercial interest and nature of relationship.

**e. Activity not Related to Commercial Interests**

The content of this activity is not related to products or services of an ACCME-defined commercial interest; therefore, no one in control of content has a relevant financial relationship to disclose and there is no potential for conflicts of interest.

4. At the end of an activity, participants/ attendees should be queried in the form of feedback/evaluation forms, regarding their impressions concerning the presence of any commercial bias (or the absence thereof) within the activity and in specific presentations.