Anyone in a position to control the content being presented at a CPD activity must disclose any and all potential conflicts of interest and resolve them prior to the presentation.

Accordingly, all resource persons such as, presenters, trainers, facilitators, moderators, authors and scientific and organizing committee members linked to a CPD activity must complete a declaration of potential conflict of interest (CoI) form. Disclosure statements must be made to the audience (verbally and disclosure slides) regardless of whether they do or do not have a relationship with a for-profit or non-profit organization such as, a pharmaceutical organization, medical device company, communication firm or other funder of the activity.

Off-Label Use: Information claims or recommendations for use of a drug, therapeutic agents, medical devices that differ in any way from the product monograph must be declared verbally and displayed in writing on slides. In addition, the content must provide information concerning limited evidence for a recommendation and possible harm from products, drugs or devices.

What should be disclosed?

1. All financial or ‘in kind’ relationships (not only those relevant to the subject being discussed) encompassing the previous two (2) years.

2. It is the presenter’s responsibility to ensure that their presentation (and any recommendations) is balanced and reflects current scientific literature. Unapproved use of products or services must be declared within the presentation. The only caveat to this guideline is where there is only one treatment or management strategy.

3. Disclosure statements must be done verbally and displayed in writing on slides at the beginning of an activity/presentation and must be included in written conference materials.

Examples of relationships that must be disclosed include (but are not limited to) the following:
  • Any direct financial interest in a for-profit and/or non-profit organization such as, a pharmaceutical organization, medical devices company or communications firm, including receipt of honoraria
  • Membership on advisory boards or speakers’ bureaus or similar
  • Funded grants or participated in clinical trials
  • Investments held in the for-profit and/or non-profit organization
  • Holding a patent for a product that is marketed by a for-profit and/or non-profit organization

Failure to disclose or false declarations may require the Scientific Committee to replace the presenter.

When to submit the completed CoI forms:

| Scientific Committee: | Completed forms for each scientific committee member must be submitted to McGill University’s Faculty of Medicine Office of Continuing Professional Development at the same time as the CPD accreditation/certification application form. |
| Organizing Committee: | Completed forms for each organizing committee member must be submitted to McGill University’s Faculty of Medicine Office of Continuing Professional Development at the same time as the CPD accreditation/certification application form. |
| Resource Persons: | If presenters, facilitators, moderators, etc.... are known at the time of submitting the CPD accreditation/certification application form, completed CoI forms must be submitted to McGill University’s Faculty of Medicine Office of Continuing Professional Development at the same time. |

At the start of each activity the facilitator must present a four-slide conflict of interest declaration. In addition, at the beginning of each presentation the presenter must declare for-profit and/or non-profit organization affiliations verbally and display in writing on slides as per the following:
### SLIDE 1: Scientific Planning Committee (SPC) / Organizing Planning Committee (OPC) Disclosure

- SPC / OPC name

Relationships with for-profit and/or non-profit organization: (activity/presentation)

- Grant/Research Support: for-profit and/or non-profit organization name
- Speakers Bureau/Honoraria: for-profit and/or non-profit organization name
- Other: for-profit and/or non-profit organization name

### SLIDE 2: Faculty/Presenter Disclosure

- Facilitators/Presenters name

Relationships with for-profit and/or non-profit organization: (activity/presentation)

- Grant/Research Support: for-profit and/or non-profit organization name
- Speakers Bureau/Honoraria: for-profit and/or non-profit organization name
- Other: for-profit and/or non-profit organization name

### SLIDE 3: Disclosure of Financial Support

Specific details of relationship: (activity/presentation)

- This activity/program has received an educational grant from: for-profit and/or non-profit organization name in the form of ...
- This activity/program has received in-kind support from: for-profit and/or non-profit organization name (logistical support, etc....)

### SLIDE 4: Mitigation of Potential Bias

Describe the processes/strategies for managing/mitigating identified conflicts of interest and description of measures taken to deal with and mitigate potential sources of bias in the activity/presentation:
What should be declared/displayed when there are no commercial affiliations to disclose?

**Slide 1:** Under the heading “Relationships with for-profit and/or non-profit organization, insert: Not Applicable

**Slide 2:** The activity/presentation has received no commercial support (including funding for food, logistics, AV set-up, etc.), insert: No Commercial Support

**Slide 3:** There are no potential biases to mitigate, insert: Not Applicable

It is the responsibility of the activity organizers to have the Declaration of Potential Conflict of Interest Disclosure (CoI) form completed by each resource person: scientific and organizing committee members, presenters, trainers, facilitators, moderators, authors, etc... Also, the organizer must make sure that disclosure statements are done verbally and displayed in writing on slides at the beginning of an activity and/or each presentation and must be included in written conference materials.