***This speaker letter below must be provided to all persons involved with developing and delivering CPD content (speakers, moderators, facilitators, instructors, authors) to ensure they are informed of the required accreditation/certification standards***.

Dear [insert name]:

On behalf of the (INSERT ACTIVITY NAME) scientific planning committee, we would like to take this opportunity to thank you for agreeing to be a (insert role) in the [educational activity title] on [date/time].

***National Standard for Support of Accredited CPD Activities*** requires for all speakers to consider the following when developing and delivering a presentation. please refer to Element 2: Content Development and Element 3: Conflict of Interest.

**Target Audience primarily consists of** [add target audience]

**Overall Learning Educational Learning Objectives** [add overall learning objectives]

**Session Specific Learning Objectives** are required for your presentation. ***The development of learning objectives is one of the most important steps of creating a learning activity***. ***It is mandated that the learning objectives be linked to the learners needs***. Objectives should be written from the perspective of the learner and describe what the participants will be able to do following the educational activity. *Please provide at least 2-3 session specific learning objectives.*

[add session specific learning objectives]

Consider the following **CanMEDS-FM/CanMEDS Roles** when preparing your presentation: [add the speaker’s session specific CanMEDS-FM/CanMEDS Roles to all learning objectives.]

**CONTENT DEVELOPMENT**

* The identified needs of the target audience
* Ensure that the content and/or materials presented provide a balanced view across all relevant options related to the content area
* The intended learning objectives for the activity
* Ensure that the description of therapeutic options utilize generic names (or both generic and trade names) and not reflect exclusivity and branding
* Ensure that the content is relevant to various practice needs
* Incorporation of evidence: An outline of evidence and how it was used to create content, including references incorporate evidence (**especially Canadian data**)
* When developing case studies, please consider all populations, genders, and ethnicity.
* Addressing barriers to change in practice
* Template Disclosure Slides: to be completed and included in your presentation slide

Deck

* Sample Take Home Message slide: *(optional) to be included at the end of your*

 *presentation*

**CONFLICT OF INTEREST**

All members of the Scientific Planning Committee, speakers, moderators, facilitators and authors must provide to the CPD provider organization a written description of **ALL** relationships with **for-profit** and **not-for-profit organizations** **over the previous two years.**

This information must be disclosed to your audience both verbally, in print, and slide presentation.

[ ]  Declaration of **Conflict-of-Interest Form**

In adherence with the Canadian Medical Association’s Guidelines for Physicians in Interactions with Industry**, CMA Physician Guidelines**:

<https://policybase.cma.ca/link/policy14454#_ga=2.12246708.1893786348.1646958682-1050020210.1646958682>

In adherence with the 2004 Personal Health Information Protection Act (PHIPA), please de-identify any patient cases used in your presentation. For further information, please visit <https://www.ontario.ca/laws/statute/04p03>.

Feel free to contact our office at [administrative contact phone number] or e-mail us at [administrative contact email address] if you have any questions or require further support.

Thank you,

Click or tap here to enter text.