

Scientific Planning Committee Responsibilities

- The scientific planning committee must be representative of the target audience and the content must be based on the identified educational needs of the target audience.
- The learning objectives must be derived from educational needs identified in the needs assessment.
- Selection of learning methods.
- Selection of speakers, moderators, facilitators, authors.
- Participants are provided with an opportunity to ask questions and interact with faculty.
- Participants are provided with an opportunity to evaluate the activity.
- The evaluation form contains a question as to whether commercial bias was perceived.
- Participants are provided with a certificate of attendance with the appropriate accreditation statement.
- Scientific Planning Committee has a process in place for the review and mitigation of conflict of interest disclosures.