

Example of a speaker letter.

Date:

Dear facilitator:

Thank you for agreeing to participate in the upcoming **(title of activity and time of talk)**

Please ensure that your **activity material** (ex. PowerPoint slides, etc.) are complete and submitted to the Planning Committee as early as possible for accreditation purposes, but no later than **(date)** to: **(chair email)**

Please include information regarding any potential conflicts of interest from your planning committee at the beginning of your presentation. Sample slides for COI disclosure from the CFPC are attached to this letter for your reference. If you have no conflicts of interest to disclose, you may simply state that.

In addition, you will find below a list of relevant guidelines pertaining to interactions with industry and involvement in continuing medical education.

The CMA's guidelines for physicians in interactions with industry:

<https://www.cma.ca/guidelines-interacting-industry>

Understanding Mainpro+ Certification: A Standard for Continuing Professional Development (CPD) Program Providers:

<https://www.cfpc.ca/en/education-professional-development/mainpro/mainpro-overview>

Innovative Medicines Canada's Code of Ethical Practices:

<https://innovativemedicines.ca/wp-content/uploads/2022/01/2022-Code-of-Ethical-Practices-EN-final.pdf>

Royal College accreditation standards:

<http://www.royalcollege.ca/rcsite/cpd/accreditation-continuing-professional-development-cpd-activities-e>

The National Standard for Support of Accredited CPD Activities:

<http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e>

This activity must comply with the Mainpro+ and/or the Royal College of Physicians and Surgeons of Canada. Please find below a list of the Quality Criteria to be considered in the preparation of your presentation material/activity content:

Criterion 3: Incorporation of Evidence

- An outline of the evidence and how it was used to create the content must be provided and references must be included within materials
- Evidence should come from systematic reviews/meta-analyses of studies (RCTs, cohort case control studies), or single, moderate-sized, well-designed RCTs or well-designed, consistent, controlled but not randomized trials or large cohort studies
- Lack of evidence for assertions or recommendations must be acknowledged
- If a single study is the focus or select studies are omitted program developers must provide rationale to support this decision
- Graphs and charts cannot be altered to highlight one treatment or product
- Both potential harms and benefits should be discussed and an efficient way to present this to clinicians is number needed to treat (NNT) and number needed to harm (NNH), as well as absolute and relative risk reductions.

Criterion 4: Addressing Barriers to Change

Educational design includes discussion of commonly encountered barriers to practice change.

Please note that once this program has been certified for Mainpro+ credits and/or MOC credits, changes cannot be made to the program without explicit, written consent from the CPD Medicine Program. No modification is acceptable (beyond correction of spelling or grammatical errors) - including modifying or adding data points to a chart, changing the color or theme of slides, inserting new studies, revising case studies, etc.

This activity's target audience includes **(list all that apply)**.

You will find attached to this letter a Learning Objectives document, outlining the overall learning objectives for this series, as well as the individual learning objectives that pertain to your session. If you require any further clarification or guidance, please do not hesitate to contact us.

Sincerely on behalf of the Planning Committee,

Attachments:

- COI slides
- Agenda with Learning objectives