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Dear Presenter:

Thank you for your interest in participating.

ASAM has been awarded the highest level of Accreditation with Commendation by the Accreditation Council for Continuing Medical Education (ACCME) as a provider of Continuing Medical Education (CME) for physicians. ASAM, as the accredited CME provider, must ensure that this activity presents learners with only accurate, balanced, scientifically justified recommendations, and protects learners from promotion, marketing, and commercial bias. Any accepted presentations and posters must be in full compliance with the ACCME Guidelines and [Standards for Integrity and Independence in Accredited Continuing Education \(ACE\)](#).

To ensure that this activity and the presentations are free of relevant financial relationships with ineligible companies and comply with ACCME Guidelines and Standards, please review the following policies:

1. Educational materials that are part of a CME activity, such as slides, abstracts, and handouts, cannot contain any advertising or product-group message. If a trade name is used, it should be placed in parentheses **after** the generic name of the product.
2. All presentations and posters must include learning objectives, a reference slide, and multiple-choice posttest questions with rationale and reference.
3. Presentations and poster discussions must give a balanced view of therapeutic options and medical devices. Use of generic names will contribute to this impartiality. If the CME educational materials or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.
4. Presentations must promote improvements or quality in healthcare and not a specific proprietary business interest or [ineligible company](#).
5. Discussion of off-label uses are certainly allowed in CME activities. Any planned discussion of off-label, experimental or



investigational use of drugs or devices must be disclosed; this information must be repeated at the time the actual discussion occurs within the activity. The ACCME Content Validation Statements are expectations of providers regarding any recommendations for clinical care.

CME Activities must be based on evidence that is accepted within the profession of medicine as adequate justification for the indications and contraindications in the care of patients.

All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

6. Additionally, ASAM's CME Committee asks that you have a disclosure slide as the second slide of your presentation after the title slide or a disclosure section on your poster PDF.

Information about disclosures must be included for all authors/presenters even those with nothing to disclose. Disclosures must appear on all copies of posters/slides including those on the website and those used during the live presentation.

7. Per ACCME rules, "The owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in Standard 3.2." An employee may only participate in restricted roles as outlined in [Standard 3.2](#).

8. In the event that you must send a replacement speaker, it is important that you notify the ASAM CME Team (cme@asam.org) as soon as possible with the name of your replacement. He/she will be required to complete a disclosure form before his/her presentation. If the change does occur on-site, the speaker must get approval for presenting from the ASAM CME Representative. The speaker change and all disclosures must be verbally disclosed to the audience at the time of the presentation.

Please note that your presentation may be audited to ensure compliance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education (ACE). In the event that the above policies are not met, your presentation may be denied CME.

If you have any questions regarding the above policies, please feel free to contact me at Cara.Poland@spectrumhealth.org or Kate Brundage, Director, CME and Continuing Certification at kbrundage@ASAM.org.

Thank you again and we look forward to an outstanding conference.

Sincerely,

Cara Poland, MD, MEd, DFASAM
Chair, ASAM CME Committee