



## GENERAL POLICIES FOR SPEAKERS (revised May 2010)

Please review these policies carefully. If you have any questions, please contact Susan Ainsworth at the ACHA national office: [sainsworth@acha.org](mailto:sainsworth@acha.org) or 410-859-1500, ext. 222.

### **Conflicts of Interest**

All speakers are required to disclose any and all potential conflict(s) of interest (speakers' bureau, grant/research support, major stock shareholder, paid consultant, etc.). All speaker disclosures will be printed in the *Final Program* and read aloud at the beginning of the educational session so that the listeners may form their own judgments about the presentation with a full disclosure of the facts. It shall remain for the audience to determine whether the speaker's outside interests reflect a possible bias in either the exposition or the conclusion presented.

### **Commercial Sponsorship**

ACHA will not accept, approve or include in its annual meeting program any presentation intended for continuing education credits in which the speaker(s) are supported by a "commercial interest," when the presentation topic is directly related to the commercial entity, or its products and services.

A "**commercial interest**" is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. (501c nonprofit organizations are not considered commercial entities.)

Speakers should **NOT** submit a program for consideration if:

- the speaker(s)' attendance will be (or is intended to be) funded by a commercial interest; or
- the speaker(s)' expenses are intended to be reimbursed by a commercial interest.

Presentations that are submitted and selected, absent funding support by a commercial interest, but which subsequently are determined to be commercially supported, will become ineligible and be removed from the annual meeting program.

All speakers addressing the off-label use of a drug must disclose this information to the audience during the session. (Off-label use of a drug refers to the use of that drug in a manner that has not previously been approved by the FDA.)

### **Funding for Speakers**

The ACHA national office shall consider providing funding (honoraria, travel expense reimbursement, and/or registration fees) to any annual meeting speaker, **except those speakers in the college health field**. For purposes of this policy, *in the college health field* shall mean either:

- those who are ACHA individual members; or,
- those who are nonmembers of ACHA but who provide the following care/services to students at an institution of higher education:
  - health care
  - mental health care
  - health education and health promotion services
  - any other health care ancillary services

Such eligibility shall be determined by the national office staff at the time of program submission, and will be applied from that point forward, regardless of any subsequent changes to membership status or employment.

The national office staff shall approve funding requests of *eligible* annual meeting speakers based on program requirements and available budget.

### **Registration, Travel, and Lodging**

- *All speakers must register for the meeting and must pay for their meeting registration.* We encourage speakers to attend the full meeting; however, there is a daily rate available for those who would like to select this option.
- *All speakers must come to the ACHA Registration Booth.* Upon check-in, speakers will receive a name badge (which is required for admittance to meeting sessions and the Exhibit Hall), the *Final Program*, and last minute updates or changes to annual meeting activities.
- All speakers must make their own travel arrangements. *Speakers are responsible for all costs relating to their travel.*
- All speakers must make their own lodging reservations. *Speakers are responsible for all costs relating to their lodging.* Contact information for the hotel is listed in the *Preliminary Program* and on the ACHA website at [www.acha.org/AnnualMeeting11](http://www.acha.org/AnnualMeeting11).

### **Continuing Education Requirements**

- Speakers must cover the *learning objectives* submitted on the Call for Programs (CFP) proposal.
- The program content must be presented in the time allotted for the session. Likewise, it is expected that speaker *uses the full amount of time allotted* for their session with lecture, discussion, or question and answer time.
- When preparing the program content, speakers should ensure that they have *addressed all issues of diversity* as applicable to their session.
- ***Marketing and promoting products and/or services is strictly prohibited:***
  - No speaker may sell, display, or promote products or services in the room where the presentation is being conducted.
  - No promotional activities or materials will be permitted in the same room or oblique path as the educational activity.
  - No product advertisements will be permitted in the program room or in any material disseminated as part of the program.
  - No subsequent promotional activities will refer to ACHA.

### **Learning Methods**

Please keep in mind that studies have shown that adults learn:

- By solving genuine problems (reviewing their own issues and daily encounters)
- By reflecting via analogy and comparison (comparing their own experiences or by comparing their experiences to the experiences of others)
- By practicing and applying new knowledge and strategies (time to practice, interact and discuss new application/strategy/knowledge)
- By developing a framework for application (creating plans for implementing change).

Please allow adequate time at the end of your presentation for a ***Question & Answer*** period. This allows participants to follow-up on key points from your presentation and also allows you to assess the extent to which your session's learning objectives were achieved.