



## GENERAL POLICIES FOR PRESENTERS

(revised July 2021)

Please review these policies carefully. If you have any questions, contact Susan Ainsworth at the ACHA national office: [sainsworth@acha.org](mailto:sainsworth@acha.org) or 443-270-4551.

**Note: All policies apply to program and poster presenters and co-presenters.**

### Presenter Registration, Travel, and Lodging

- All presenters must register for the meeting **and must pay for their meeting registration**. We encourage presenters to attend the full meeting; however, there is a daily rate available for those who would like to select this option.
- All presenters must come to the onsite **ACHA Registration Area**. Upon check-in, presenters will receive a name badge (which is required for admittance to meeting sessions and the Exhibit Hall).
- All presenters must make their own travel arrangements. **Presenters are responsible for all costs relating to their travel.**
- All presenters must make their own lodging reservations. **Presenters are responsible for all costs relating to their lodging.** Contact information for the hotel will be listed on the ACHA website at [www.acha.org/AnnualMeeting22](http://www.acha.org/AnnualMeeting22).

### Preventing Commercial Bias/Influence in ACHA Annual Meeting Program Content

ACHA defines a conflict of interest (COI) as a circumstance in which all three of the following criteria are present:

- 1) the presenter has a current (within the past 12 months) financial relationship with a company
- 2) the company is a for-profit organization
- 3) the topic of the presentation is directly related to the company's products or services.

In an effort to prevent commercial bias from occurring because of such conflicts, all presenters are required to disclose any and all financial relationships with for-profit companies (owner or sole proprietor of a business entity, paid consultant, speakers' bureau, grant/research support, major stock shareholder, etc. through the Call for Programs process.

Generally, the Association's policy is that if a COI is confirmed, those individuals will not be permitted to present educational sessions at the ACHA Annual Meeting. There are three categories of individuals who are considered to have a COI (when the topic of the presentation is directly related to the products or services of the organization):

- **Employees of ineligible companies<sup>1</sup> as defined by ACCME (and their spouses/partners)**  
*These individuals are not eligible to present at ACHA's annual meeting.*
- **Individuals with non-employee financial relationships with ineligible companies** (i.e., speaker's bureaus, consultants, advisory board members)  
*No unsolicited program submissions will be accepted from these individuals. If solicited by an ACHA section program planner or committee or coalition chair, these individuals may be considered for an exception to ACHA's COI policy.*

<sup>1</sup>ACCME definition: "an ineligible company is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients." Additional entities that are considered by ACHA to be ineligible companies include for-profit entities that develop, produce, market, or distribute products and services that promote wellness, and that provide administrative products and/or services used in student health.

- **Individuals with financial relationships with non-eligible company for-profit organizations** (i.e., insurance, electronic health records, consulting firms)

*No unsolicited program submissions will be accepted from these individuals. If solicited by an ACHA section program planner or committee/coalition chair, these individuals may be considered for an exception to ACHA's COI policy.*

If a conflict of interest exists, ACHA shall determine how it will be resolved:

- Disqualification of presentation by the presenter(s)
- Permission of presentation with alternative presenter(s)
- Permission of presentation following:
  - Assessment of the process by which the practice gap was identified and the learning objectives and content were developed
  - Assessment of potential value of the educational content, presenter's qualifications and expertise (unique and not otherwise attainable), and program planner's or committee/coalition chair's commitment for direct involvement in measures to resolve the presenter's COI)
  - Review of presentation materials by members of the ACHA CE Committee
  - Assignment of a moderator to the session to monitor and, if necessary, control for *commercial bias*
  - Confirmation of appropriate disclosure to learners

All presenter 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 presenter's outside interests reflect a possible bias in either the exposition or the conclusion presented.

(Refer to [ACHA Board of Directors Policy and Procedure 2011-3](#) for further details.)

## Continuing Education Requirements

- All educational activities must be developed and presented with independence, objectivity and scientific rigor, free from promotion of specific goods or services, and free from bias. Therefore, **marketing and promoting products and/or services is strictly prohibited:**
  - No speaker may sell, display, or promote products or services during the introduction of an educational activity, while the educational activity takes place, or at the conclusion of an educational activity, regardless of the format of the educational activity.
  - No product advertisements, company or product logos, or promotional materials will be permitted in the program room or in any material (**including slide presentations and handouts**) disseminated as part of the program.
  - Presentations must give a balanced view of therapeutic options (if applicable). Use of generic names will contribute to this impartiality. If the presentation material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.
  - No speaker who is a book author may sell, display, promote, read excerpts from, or distribute all or any portion of the book during the educational activity.
  - No subsequent promotional activities will refer to ACHA.
- Presenters 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 presenters **use the full amount of time allotted** (60 or 90 minutes) for their session with lecture, discussion, or question and answer time. Come to the meeting prepared with additional discussion topics or exercises for participants to engage in if your presentation ends before the allotted 60 or 90 minutes.
- When preparing the program content, presenters should ensure that they have **addressed all issues of diversity, equity, and inclusion** as applicable to their session.

## Presentation Materials

All images, photographs, logos, music, videos, and illustrations included in the presentation must be the original work of the speaker(s), or they need to have written permission from the author to include this content in the presentation. Nothing should be included in the presentation that infringes the ownership rights, including copyright, of any third party. Everything included in the presentation must properly cite the source of any copyrighted materials, including text indicating "reprinted with permission," or as advised by the copyright holder.

Presenters should assume that any work they want to use is copyrighted (unless they can clearly establish that it is not), unless it is very old, or is produced by the U.S. government. A work does not need to be registered, published, or have a copyright notice on it to be protected by copyright. Just because a work is publicly accessible on the internet does not mean that it is in the public domain and available for use by all.

## 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.

## Eligibility for Annual Meeting Speakers to Receive Funding from ACHA

### ***As stated in ACHA Board of Directors Policy and Procedure 2010-1:***

Generally\*, the ACHA national office shall consider providing funding (honoraria, travel expense reimbursement, and/or waived 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.

### ***\*EXCEPTIONS:***

The aforementioned policy statements shall represent the norm. However, for each annual meeting, the ACHA national office shall set aside an allocation of no more than three (3) exceptions to be granted with respect to the policy above.

These limited exceptions shall be reserved for solicited speakers only (i.e., speakers actively sought by ACHA section planners or committee, coalition or task force chairs as opposed to those who have submitted proposals through the public call).

(Refer to [ACHA Board of Directors Policy and Procedure 2010-1](#) for further details.)