

CO-PRESENTER BIO AND DISCLOSURE FORM

SWCHA 2026 Annual Partners Meeting

January 6-8, 2027

CO-PRESENTER BIO AND DISCLOSURE FORM

Program Title*:

Name*:

Email*:

Institution*:

Phone*:

List your completed academic degree(s), institution where the degree was earned, and major or specialty area.

Degree	Institution	Major/Specialty Area
PhD	ABC University	Clinical psychology

BIOGRAPHICAL QUALIFICATION STATEMENT*

As you prepare your bio statement, please do not put "See CV" or other attachment. Consider the following when preparing your response:

- Clearly state your content expertise related to the topic of your presentation.
- Include relevant academic appointments, involvement in professional organizations, and/or awards/honors received.
- Specify the number of years you've been working on the program initiative, topic area, or specialty.
- Describe your involvement in implementation of research, initiative, topic area, or specialty.
- Indicate whether you have presented on this topic before.

EXAMPLE

I have been working as a Psychologist in our Counseling Center for five years. My dissertation was on identity development among trans students. In my current role I primarily work with trans students, and I serve as the Co-Investigator of this study. I have presented about this research on-campus and at other national conferences.

I am qualified to give this specific presentation because...

List any current certifications
(e.g., CHES, APN, LPC):

CONFLICT OF INTEREST (COI) DISCLOSURE

POLICY

ACHA/SWCHA is obligated to the organizations that grant us CE accreditation/approval to ensure that all educational activities are developed and presented with independence, objectivity, and scientific rigor. It is our responsibility to ensure that they are free from promotion of specific goods or services, and that they are free from actual or potential bias.

All faculty/presenters/authors/planners are required to disclose **all financial relationships** with any ineligible companies (defined below) that you have had over the past 24 months, regardless of the amount and regardless of whether you view the financial relationships as relevant to the education. The Program Coordinator will identify and mitigate, as appropriate, any relevant relationships and **the presence or absence of relevant financial relationships for all persons in control of content** will be disclosed to the participants/learners **before the learner engages in the education**.

Please note: the identification of financial relationships with ineligible companies does not necessarily mean that you are unable to participate in the planning and implementation of this educational activity. Rather, the accreditation standards require that relevant financial relationships are mitigated before you assume your role in this activity.

 I have read, fully understand, and agree to adhere to the conflict of interest information above and below.*

DISCLOSURE OF RELATIONSHIP(S)

Definitions

Ineligible Company: The ACCME defines an ineligible company as any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples of ineligible companies visit www.accme.org/standards

Relevant Relationship, as defined by ACCME and ANCC, are relationships with an ineligible company, if the products or services of the ineligible company are related to the content of the educational activity. Individual stocks and stock options **MUST** be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies **MUST** be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.

Nature of the Financial Relationship: Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.

During the past 24 months have you had a financial, professional, or personal relationship (including self-employment and sole proprietorship) with a company (as defined above)?*

If you have a financial relationship with a company but aren't sure whether it fits the definition above, it's best to check yes and include the information.

 Yes No

If yes, list the full company name(s) with the specific relationship(s). Also indicate whether the CE content over which you have control contains information about products or services of the ineligible company.

Name of Ineligible Company	Nature of the Financial Relationship	Has the Relationship Ended?	Does the program contain information about products or services of the company.
		☐	☐
		☐	☐

OFF-LABEL USE

Will your presentation include discussion of off-label, experimental, and/or investigational use of drugs, devices, medical procedures, or interventions?*

___ Yes ___ No

If yes, list drugs, devices, and/or procedures to be discussed.

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Copyright Permission*

☐ I attest that all images, photographs, logos, music, videos, and illustrations included in my presentation are my own work or that of my co-presenter(s), or I have permission from the author to include this content in my presentation. Nothing in the presentation infringes the ownership rights, including copyright, of any third party. I further agree to properly cite the source of any copyrighted materials in my slides, including text indicating "reprinted with permission," or as advised by the copyright holder.

SIGNATURE*

By typing my name below, I am providing my electronic signature indicating that all the information entered in this Program Submission Form is accurate. I further attest that I will not promote any products, goods, or services, or bias the educational activity in any manner.

Signature	Date

SUBMISSION REMINDER

Be sure you include all of the following information documents in your submission:

- Program Submission Form
- Co-Presenter Bio/Disclosure Form for each co-presenter
- CV or Resume for each presenter