



GENERAL POLICIES FOR PRESENTERS

(revised June 2025)

It is the responsibility of the primary presenters to ensure compliance with the following guidance and to share with their co-presenters, if applicable. This document is a companion to the [Presentation Guidelines](#). Presenters are encouraged to reread that document for additional guidance.

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 Badge Pickup Booth**. 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 travel-related costs.**
- All presenters must make their own lodging reservations. **Presenters are responsible for all lodging costs.** You will receive a link to the hotel's online reservation system with your registration confirmation email.

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).

Presenter Disclosure and Eligibility

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 24 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 companies¹ as defined by ACCME**

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.

¹ACCME 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-ineligible 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 mitigated:

- 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 made available to participants so they 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.