



PRESENTATION REQUIREMENTS

ACHA Annual Meeting

(revised June 2026)

It is the responsibility of the primary presenters to ensure compliance with the following guidance and to share with their co-presenters, if applicable. Presenters will be asked to attest to adherence to the “Use of AI” and “Copyright” policies.

This document is a companion to the [General Policies for Presenters](#). Presenters are encouraged to review that document for additional guidance.

Use of Artificial Intelligence (AI)

ACHA’s continuing education accrediting partners maintain defined standards that regulate how artificial intelligence may be used within accredited CE activities. The following are required if AI is utilized to assist in creating the presentation.

- **Human review and insight.** While AI can assist, it may not compose the program. The primary responsibility for program creation should remain with human experts.
- **Quality Control.** Presenters must ensure AI created content is accurate and reliable.
- **Disclosure to learners.** Disclosure of the use of AI is required. Presenters must have a statement in slides or other materials that includes:
 - the specific AI tool name and version and the date the application was used.
 - a description of how the AI was used, such as to generate ideas, summarize text, or provide initial drafts.
 - inform learners when content was created or edited with AI assistance, including slides, written materials, or assessments. (Does not include spelling and grammar checks)
 - additional disclosure elements: model/source identification, an indication or statement that outputs were verified by a human reviewer (including who and how), and whether prompts or outputs were stored externally.
 - emphasis on human involvement, such as stating that the presenter reviewed and edited the AI generated content to ensure its quality and accuracy.

Presenters should save all prompts and outputs when using AI for a minimum of 3 years to meet accreditation requirements.

Example Statements:

The initial analysis of the survey data was facilitated using AI [Open AI, GPT-4, April 2, 2025] to identify key themes; however, all interpretations and conclusions were made by the presenter after careful review of the results.

This presentation utilized AI [Meta, Llama 2, March 14, 2025] to generate ideas and structure for certain slides; all content was reviewed and edited by the presenter for accuracy.

Session Content

- Presenters must cover the learning objectives as stated in their submission.
- Marketing or promoting companies, products, or services is prohibited in lecture, discussion, slides or other materials.
- 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.
- Presenters must use the full amount of time allotted for the session with lecture, discussion, or Q&A. Presenters should come prepared with additional discussion topics or exercises for participants to engage in if the presentation ends before the allotted time.

DO include in Slides:

- **Presentation Title and Learning Objectives** that match those published to attendees. See the Preliminary Program (*available in early March*).
- **Disclosure Statement.** Required. Disclose the following. If not applicable, use the statement below.
 - potential conflict of interest if directed by ACHA
 - planned discussion of off-label use of drugs
 - use of AI as defined above

If there is nothing to disclose, use this statement: "None of the presenters for this educational activity have relevant financial relationship(s) to disclose."

DO NOT Include in Slides:

- The logo or product images of a company whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. This includes pharmaceuticals, therapeutics, medical/healthcare devices and supplies, etc.
- Trade names, except as noted under Session Content above.

Copyright

- All images, photographs, logos, music, videos, and illustrations included in the presentation must be the original work of the presenter(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.***
- Presenters agree to defend and indemnify ACHA and its regional affiliates against any claim made by a third party that anything in the presentation infringes the ownership rights, including copyright, of the third party.

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 incorporate active learning strategies (small group discussion, role playing, case study exercises, etc.) during your presentation and allow adequate time at the end 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. For more information on incorporating active learning strategies, [click here](#).