

PLANNER/ PRESENTER A-1

SECTION A. IDENTIFYING INFORMATION	
Name:	Title of Presentation:
Title of Conference:	Date of Presentation:
Select the option that best describes your role:	Lead                      Planner                      Presenter
SECTION B. VESTED INTEREST	
1. Have you received anything of value from a commercial supporter, which may have been perceived as direct or indirect interest in the subject(s) you are addressing in this educational activity?	
If yes to (1), please list the commercial supporter:	
If yes to (1), please describe your relationship: (select all that apply)	
Speaker's Bureau	Shareholder
Consultant	Grant/Research Support
Major Stockholder	No relationship
Large Gift(s)	Other, please describe
If yes to (1), How will conflict of interest be resolved?	
2. Describe professional experience and/or areas of expertise (including publications) related to the involvement in continuing education.	
3. Identify how you took part in the planning and evaluation of this activity:	
Planned objectives/content	Reviewed evaluation summary
Planned time frame	Will utilize evaluation to revise presentation as needed
Planned teaching strategies	Other, please describe
Attended committee meetings	
SECTION C. PRESENTER QUESTIONS (VESTED INTEREST)	
4. <b>Presenter:</b> During your presentation, will you include discussion of an unlabeled or the investigational use of a produce, device, or drug that has not been approved by the FDA? For the use being presented in this educational activity?	
If yes to (4) Please explain:	
If yes to (4) you must disclose this information during your presentation. Select the method of disclosure:	
Handouts	Verbally, during presentation
Audiovisuals	Other, please describe

If yes to (4), How will conflict of interest be resolved?

5. **Presenter:** How will your presentation practice cultural awareness?

**BIOGRAPHICAL DATA. (PRESENTER ALSO ATTACH CURRICULUM VITAE)**

Name:

Home Address:

Employer:

Employer Address:

Phone:

E-Mail Address:

Present Position: (Title and Description)

**EDUCATION.**

DEGREE	INSTITUTION	MAJOR AREA OF STUDY	YEAR DEGREE AWARDED

PLEASE SIGN AND DATE BELOW. IF PROVIDING ELECTRONIC SIGNATURE, A STATEMENT **MUST BE INCLUDED (NEXT TO SIGNATURE) VERIFYING THAT YOUR ELECTRONIC SIGNATURE IS THE EQUIVALENT OF YOUR ACKNOWLEDGEMENT AND VERIFICATION OF THE INFORMATION PROVIDED.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PRESENTATION ABSTRACT & REFERENCES

Name:
Title of Conference:
Title of Presentation:
Date of Presentation:
<b>ABSTRACT. (3-5 SENTENCES EXPLAINING YOUR PRESENTATION)</b>
<b>CITATIONS/ REFERENCES. (MINIMUM OF 3 SCHOLARLY REFERENCES: APA FORMAT)</b>

PRESENTER A-2: PRESENTATION OUTLINE

Title of Conference:				
Title of Presentation:				
Duration of Presentation: (All sessions must be at least 60 minutes; thereafter, credit is awarded in increments of 30 minutes)				
<b>Evaluation Tool: (Select the evaluation method to be used to evaluate this activity.)</b>				
Post Test	Structured Interview	Attitude Scale	Direct Observation of Skill Performance	Other, please list
<b>Evaluation Category: (Select the most appropriate evaluation category for this activity.)</b>				
Learner Satisfaction	Knowledge	Skill and Attitude Change	Change in Practice	Other, please specify
<b>Objectives:</b> Must provide 3 objectives. Please be specific and begin objectives with action verbs such as: Discuss, Explain, Define, List, Demonstrate, etc.			<b>Presenter(s):</b> List for each objective.	<b>Time Frame:</b> List for each objective.
Objective 1:				
Objective 1 Supporting Information:				
Objective 2:				
Objective 2 Supporting Information:				
Objective 3:				
Objective 3 Supporting Information:				