

### Speaker Specific Data: Your Needs and Responsibilities

You are responsible to provide the requested information\* and accept these terms of your faculty commitment.

**A. Presenter's Name and Professional Title** *as it should appear on website and other promotional materials*

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**B. Cellular Phone Number** *For access while traveling.*

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#### C. Unbiased, Independent and Consistent with Definition of CME

I agree to uphold academic standards to insure independence and scientific rigor in my role in the development and presentation of this CME & CE activity. To this end my presentation will comply to the following. \_\_\_ **Initials**

\_\_\_ Provide a balanced and objective view of all therapeutic options and will not promote a specific proprietary business interest of a commercial interest, and I will provide the type of evidence and references that support each key teaching point.

\_\_\_ All recommendations involving clinical medicine will be supported by evidence that is accepted within the profession of medicine as adequate justification for indications and contraindications in the care of patients.

\_\_\_ I will omit company logos and brand names from the educational materials that are part of my CME presentation, such as slides, abstracts and handouts.

#### D. Presentations for Online Posting

Instead of providing a syllabus, Baptist Health CME provides registered attendees with access to speakers' presentations in PDF format on a *limited access webpage* before and after the symposium. Access will be shared only with symposium attendees and faculty and will be available until \_\_\_\_\_

**Do you agree** to have a PDF version of your presentation posted online and made available to attendees? \_\_\_ **YES** \_\_\_ **NO**

*NOTE: We cannot post presentations which are not compliant with laws related to copyright/fair use, HIPAA or PHI.*

**E. Presentation Guidelines** - My presentation will include slides for: \_\_\_\_\_ **Initials**

\_\_\_ **Disclosure** of Relevant Financial Relationships \_\_\_ **Learning Objectives**,

\_\_\_ **Summary**: Key Learning Points with References \_\_\_ **Citations and References** (evidence-based, peer-reviewed)

#### F. HIPAA & PHI ([Protected Health Information](#)) Laws

I take responsibility for compliance with HIPAA Privacy requirements and applicable state and United States federal laws protecting confidentiality and security of PHI and safeguarding PHI. **Initial below to all that apply:**

\_\_\_ I have removed all **Personal Health Information** (PHI) or de-identified images used in my materials including photographs as well as dates of patient care or birth dates (typically found in the margins of clinical images).

\_\_\_ When presenting specific patient cases or case histories, I warrant that I have obtained HIPAA compliant authorization for any PHI in my presentation materials.

\_\_\_ If my presentation will contain patient identifiers, it is my responsibility to obtain consent from my patients for use of their PHI, including photographic images.

#### G. Copyright/[Fair Use Laws](#)

I verify that I [have obtained permission](#) from copyright holder(s) to reproduce/copy from their work. I acknowledge that Baptist Health South Florida (BHSF) will not be held legally responsible for any misrepresentation on my part regarding copyright infringement. \_\_\_ **Initials**

#### H. Unlabeled / Unapproved Use \*

I agree to disclose to the audience if my presentation/discussion includes information about a product not labeled by the FDA for the use under discussion or that is still investigational.

My presentation: (*check one*)

\_\_\_ **DOES**

\_\_\_ **DOES NOT** include discussion of an unlabeled use of a commercial product or an investigational use not yet approved for any purpose

#### I. Equipment \*

\_\_\_ I will use the PC laptop provided at the conference.

\_\_\_ I will bring my own laptop, which is a \_\_\_ PC \_\_\_ MAC → **NOTE TO MAC USERS**: Baptist Health **DOES NOT** provide or support MAC computers. Therefore, MAC users **must bring their own** computer, adapter cables and accessories.

#### J. Format/Technical Support \*

\_\_\_ My presentation **WILL NOT** include video and/or audio.

\_\_\_ My presentation **WILL** include videos and/or audio portions in the slides. I will need access to:

\_\_\_ Internet Access \_\_\_ YouTube \_\_\_ Other \_\_\_\_\_ \_\_\_ None-Video plays directly from laptop.