

## SPEAKER/PRESENTATION RULES

### I. AANP ACCREDITATION REQUIREMENTS

Certain criteria are universally expected by AANP and certification/regulatory bodies when considering the appropriateness and quality of an educational activity for accreditation. AANP Accreditation Standards require:

1. All posters/lecture presentations for AANP conferences undergo review and approval by AANP education and accreditation staff.
2. The educational activity must be appropriate for the target audience.
3. The educational activity must be planned and implemented free of ineligible entity (commercial interest)\* influence.
  - Faculty/speakers must disclose **all** relevant financial relationships.
  - Presentations of faculty/speakers serving on an ineligible entity (commercial interest) speakers' bureau in related clinical areas will undergo additional review.
  - Employees of an ineligible entity (commercial interest) may NOT serve as faculty/speaker if the content the employee controls and plans to present relates to the business lines and/or products of the ineligible entity (commercial interest) employer.
  - An ineligible entity (commercial interest) is not eligible for AANP accreditation.
4. Speakers/poster presenters must provide written and/or verbal disclosure at the time of the presentation of any off-label, experimental, or investigational use of drugs or devices.
5. **Promotional activities must NOT occur during continuing education (CE) events. This includes self-promotion of articles, books, products, services, companies, etc. Distribution of product brochures or product information in conjunction with handouts is prohibited. Content or handouts developed by an ineligible entity (commercial interest) may NOT be used during presentations.**

\*AANP aligns with the ACCME definition of ineligible entity (commercial interest) which is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The AANP does not consider providers of clinical service directly to patients to be ineligible entities (commercial interests).

### II. PRESENTATION CONTENT

1. Content must provide a fair and balanced coverage of the topic and be free from bias, or that which could be perceived as bias.
2. When a medication is mentioned, the **generic** name must be listed first and may include the brand name listed second in parentheses (i.e., acetaminophen (Tylenol)).
3. Provide a minimum of three measurable objectives (minimum of two for poster presentations), following Bloom's Taxonomy, with the number of minutes allocated to each in the Conference Speaker System (CSS).
4. **Title and objectives on slides or poster must match** what is submitted in the CSS.
5. **Disclosure slide or poster** to include any real or potential conflict of interest, **or lack thereof**, the speaker may have.
  - a. **Include ALL financial relationships on the slide with the clinical area/disease state.**
  - b. **Include the following statement: All relevant financial relationships have been mitigated.**
6. **AANP has developed Power Point templates from which to choose** when preparing your presentation. We encourage you to use one of these templates as they help to maintain consistent style, readability, conference branding and assists with meeting accreditation requirements with a disclosure and reference slide included. **NOTE: this does not apply to poster presentations.**
7. Pharmacology CE (not applicable to posters):
  - Designed to enhance the learner's ability to prescribe and or monitor patients on pharmacotherapy.
  - Speaker/presenter must be a prescriber or a pharmacist/Pharm.D./pharmacologist.
  - Includes topics such as pharmacokinetics and pharmacotherapeutics.
  - Incidental mention of medications does **NOT** qualify for pharmacology credit.
  - Pharmacology-related content **must have its own objective(s)** to award Pharmacology CE.
8. Include appropriate/current references on poster or applicable slides, or at the end of slide presentation as a reference list slide.
9. Copyright/Intellectual Property:

- If you include photos, graphics, tables, figures, etc. **you did not create**, it belongs to someone, and that someone (person, organization, publisher, etc.) may require you to obtain permission to use it. Please cite all images and photos as outlined in the copyright infringement prevention table.
  - **The speaker is responsible** for obtaining and submitting permission for any copyrighted materials or other intellectual property that requires permission to use. Content obtained from the INTERNET may be copyright protected. Please make sure to identify where the photos, graphics, figures, tables, etc., were obtained.
  - Written permission must be uploaded in the presentation file section in the CSS.
  - If this permission is not included, copyrighted materials **cannot** be included in your presentation.
  - Includes any materials requiring permission, such as photos, graphics, figures, tables, videos, and music.
  - "Fair-Use" does not apply to presentations given at AANP conferences.
10. Presentations/posters must be free of typographical errors before submission. Please see the table provided for how to cite your photos, graphics, tables, figures, etc. Please **spell check** before uploading your file.

### III. LOGOS AND PHOTOS

1. The use of logos should be limited and only used when appropriate to the content.
  - Commercial/Proprietary entity logos cannot be used with the exception of some health-related organizations/associations or guidelines (e.g., the American Diabetes Association, National Kidney Foundation, COPD Gold Standards).
2. The use of a photo or graphic needs to be **generic** in nature.
  - Speakers/presenters are responsible for the use of photos and must ensure that the use of any photo does not violate intellectual property rights of others. This includes the use of stock photos.
  - Photos of medications must not show brand or manufacturer name. A generic name can be used.
  - When reviewing several brands of the same product (i.e., medication or device) on one slide, then all appropriate products must be listed or shown; if a single product is discussed on one slide, then a photo of that specific device is allowed.
  - A photo of a patient must be de-identified or written permission from the patient must be obtained and provided.