

The audience must be provided the information listed below prior to engaging in the activity. **This disclosure must be in a format that can be verified at the time of accreditation.** Generally, this information is included as the front matter of the course syllabus, landing page of online module/course page, first slide in a presentation or emailed electronically prior to the course, or a combination. It is acceptable to include in the CCEHS course landing page if the audience has access to the page prior to the date of the activity.

All audience disclosure materials must be approved by the UPMC Center for Continuing Education in the Health Sciences (CCEHS) prior to distribution/release. **Please allow 5 business days for review/approval.**

Title, date, and location

Overview and/or learning objectives

Activity agenda (except for online programs)

- Include all topics with assigned presenters and / or moderators and designated times of presentations
- Include designated breaks and lunch
- Include designated daily start and adjournment times (e.g., Adjournment 4:30)

Faculty listing (including course directors, moderators, and speakers)

- Name/Credentials, Academic title (or other appropriate title), Institutional affiliation, City and State

Accreditation and credit designation

Your designated CCEHS Program Manager will provide the appropriate statement(s).

Faculty Disclosure

➤ **If disclosure is made, the following statement must be included:**

All individuals in a position to control the content of this education activity have disclosed all financial relationships with any companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. All of the relevant financial relationships for the individuals listed below have been mitigated

- The names of the individuals with relevant financial relationships, the name(s) of the ineligible companies with which they have relationships, and the nature of the relationships.

No other members of the planning committee, speakers, presenters, authors, content reviewers and/or anyone else in a position to control the content of this education activity have relevant financial relationships with any companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

➤ **If no disclosures are made, the following statement must be included:**

No members of the planning committee, speakers, presenters, authors, content reviewers and/or anyone else in a position to control the content of this education activity have relevant financial relationships with any companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Disclaimer Statement

The information presented at this program represents the views and opinions of the individual presenters, and does not constitute the opinion or endorsement of, or promotion by, the UPMC Center for Continuing Education in the Health Sciences, UPMC / University of Pittsburgh Medical Center or Affiliates and University of Pittsburgh School of Medicine. Reasonable efforts have been taken intending for educational subject matter to be presented in a balanced, unbiased fashion and in compliance with regulatory requirements. However, each program attendee must always use his/her own personal and professional judgment when considering further application of this information, particularly as it may relate to patient diagnostic or treatment decisions including, without limitation, FDA-approved uses and any off-label uses.

(If applicable) Logo Usage

The CCEHS is not responsible for approving logo usage. The course contact should be provided the following information:

- UPMC logo(s): Use of the UPMC logo must comply with UPMC marketing standards. For additional information please contact UPMC Communication and Marketing, brandrequest@upmc.edu.
- Other logo(s): Permission for use of external logos is the responsibility of the course contact.

(If applicable) Acknowledgement of commercial support

Commercial support is defined as funding from with any companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

- Acknowledgement of grant support must be accompanied by a fully consummated letter of agreement between the grantor and the CCEHS.
- Acknowledgement of exhibitor/vendor support must be accompanied by a signed "CCEHS Exhibitor Agreement". If the vendor has their own company agreement, it must be managed by the CCEHS.

Exception: Jointly provided programs may use their own exhibitor/vendor agreement. In this scenario, the designated CCEHS program manager is responsible for obtaining approval from the CCEHS Director of Operations

Other sponsorships/acknowledgements will be reviewed at the discretion of the designated CCEHS program manager.