



## CME Speaker Packet

### 2024 Winter Scientific Seminar

December 12 - 15, 2024

The Westin Hotel – Chicago/Lombard

70 Yorktown Shopping Center, Lombard, Illinois 60148

#### Seminar Planning Committee

Steven Morton, D.O., M.B.A., FAOAO – Committee Co-Chair

Bryan Sweeney, D.O. – Committee Co-Chair

Hilal Arnouk, M.D., Ph.D. – Poster Contest Co-Lead

Naresh Chandan, D.O., M.S., FACOI, FACP - Poster Contest Co-Lead

Ayesha Hasan, D.O. – Resident Track Lead

Amanda Krus-Johnston, D.O.

John Lucas, D.O.

Angelique Mizera, D.O.

Rupesh Patel, D.O.

Laura Rosch, D.O., M.S., FACOI – Ex-officio

Gina Fournie, NPM, Executive Director – Ex-officio

*The Illinois Osteopathic Medical Society (IOMS) is accredited by the American Osteopathic Association to provide osteopathic Continuing Medical Education for physicians. IOMS designates this activity for a maximum of 30.0 AOA Category 1-A credits and will report CME and specialty credits commensurate with the extent of the physician's participation in this activity.*

**IOMS 2024 WINTER SCIENTIFIC SEMINAR**  
**Speaker Policies and Conference Information**

**Thursday, December 12 – Sunday, December 15, 2024**  
**The Westin Chicago Lombard**  
**70 Yorktown Shopping Center, Lombard, IL 60148**

*Thank you for agreeing to present at the IOMS 2024 Winter Scientific Seminar.  
We could not do this without you. In order to make this a success, please see the following.*

**SPEAKER DEADLINES**

Speaker Agreement and Disclosure Form	<b>August 31, 2024</b>
PowerPoint Slides & Optional Handouts	<b>September 15, 2024</b>
Final Version PowerPoint Slides & Handouts	<b>September 30, 2024</b>

**SPEAKER REQUIREMENTS**

**FIRST:** Please review these Policies.

**SECOND:** Please complete the Speaker Agreement and Disclosure Form, and the Conflict-of-Interest Form.

Complete, e-Sign and submit disclosure forms and disclose as necessary at the beginning of your presentation.

- Disclose intent to discuss any non-FDA-approved uses of products or devices.
- Review Disclaimer and Release and the Terms & Conditions.
- Begin development of your presentation; address each learning objective.
- Prepare fair and balanced presentation(s) that is/are objective and scientifically rigorous.
- Submit for Committee approval your suggested learning objectives.

**PRESENTATION DEVELOPMENT**

**Information for creating presentation:**

- At the beginning, all should announce “I have no conflict” and then state specific disclosures, if any.
- Presenters who use data, including charts, photographs, cartoons or text from copyrighted MUST cite the specific reference source (e.g., JAOA, JAMA, New England Journal of Medicine, etc.). Ideally, the citation should be on the same slide.
- Remove personal patient information from PowerPoint slides.
- Remove all commercial logos and/or brand names from presentations. Use scientific or generic names when referring to products in lecture. When using a trade name, include the trade names of all similar products or those within that class.
- Use at least 28-point font for all slides, anything smaller *will not be legible* to learners onsite.
- Use a maximum of four bullet points per slide and focus on visual elements.
- If slides have a dark background, use white font, other colors are ineligible.
- A conference slide template (optional) is available upon request.

- Slides and handouts will be reviewed for editorial and copyright review and for medical content. Please submit your slides as soon as possible (by the first slides / handouts deadline), and coordinate with IOMS Staff for any changes you seek to make *after* the review has been completed.
- When submitting your presentation slides, please save your PowerPoint as: Lastname\_Topic (example: Smith\_HealthyHabits.pptx). Same with any handout.
- Create and submit handouts for IOMS website distribution; this is **ONLY** optional if your slides are the handout.
- Slides for attendees will be formatted to PDF handout mode before being posted to the IOMS website and this does not affect the slides being used by the speaker in the presentation itself. If charts/photos in slides are subject to copyright, please send the EXACT website address. This allows staff to replace those graphics with the site so learners may look up directly (*for speakers and IOMS protection*).
- Alternative option is for speakers to send two sets of slides each marked as either “Attendee Copy” or “Presentation Copy” – this allows speaker to make very clear what slides may be shared online.

### **Video or Audio beyond your spoken words**

- The standard meeting room set up will be a podium with microphone, sound system, a laptop, and an LCD projector. If your presentation includes video or requires audio beyond your spoken words, please note that on the Speaker Agreement Form and provide the presentation to IOMS Staff by September 30 to ensure A/V accommodations.
- Please do not add or play video or audio at the conference due to bandwidth restrictions onsite. Instead, any visual presentation material from the Internet needs to be downloaded and embedded into PowerPoint prior to the conference.

### **On Site Information**

- Arrive 30 minutes before your scheduled presentation time to check in with IOMS Staff.
- Time your presentation to include your introduction, the required disclosure announcements by moderator and a brief question/answer period so you may conclude on time.
- During Q&A, please repeat all questions before answering while using the microphone.

## **EVALUATIONS and CME CREDITS and SPEAKER COMPENSATION OPTIONS**

Evaluations for the overall conference and speakers will be collected online following the conference and a summary of your evaluations will be emailed to you after that.

Each presenter will receive speaker credit for each lecture they offer. Any additional CME credits granted for attending are based on your signed and submitted Attendance Attestation form.

IOMS Winter Scientific Seminar Speaker compensation includes two options. The first option is complimentary registration on the day of your presentation and to be recognized as an IOMS donor with acknowledgement in the Seminar Syllabus. Please indicate this in the Speaker Agreement if you wish to be registered for that day. If you do not wish to include conference registration you will need to register and pay to attend the day of your presentation or for the entire conference. If you do not select, conference registration is the default option.

The second option for speaker compensation is to be sponsored by an outside entity (e.g., your employer or academic Dean, a speaker’s bureau, etc.). For grants, speakers must disclose the name

of the entity and amount confirmed. Please contact IOMS Staff regarding this option as CME guidelines mandate the arrangements be set and a Letter of Agreement co-signed prior to the conference.

Speakers are responsible for their own travel, lodging and meal arrangements. Complimentary onsite parking (including an attached parking garage) is available to all. The hotel room rate is discounted to \$146/night + tax/fees/incidentals and this rate is guaranteed until November 15, 2024.

#### **AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act of 1990, HAOPS will make all reasonable efforts to accommodate persons with disabilities at its conferences. Please contact IOMS Staff via email ([ioms@ioms.org](mailto:ioms@ioms.org)) with your request as soon as possible.

#### **THANK YOU – AND KNOW BEFORE YOU GO!**

Please don't hesitate to email or call if you have questions at [ioms@ioms.org](mailto:ioms@ioms.org) or 312.291.1965.

Please watch your email inbox the week of the conference for a "Speakers *Know Before You Go*" including cell phone number for IOMS Staff on site in case of an emergency, as well as other key logistics information. We want to provide a smooth experience for each of our Seminar Speakers. Again, thank you!

**ILLINOIS OSTEOPATHIC MEDICAL SOCIETY  
2023 WINTER SCIENTIFIC SEMINAR  
CME PRESENTER DISCLAIMER AND RELEASE POLICY**

1. I, the CME Presenter, represent and warrant that:

A. the Presentation, and any materials furnished by me for the Presentation; (i) are original works created by me subject to subsection 1.B below; (ii) do not, and will not, infringe the rights of any third party, including without limitation any intellectual property rights, rights of publicity, rights of personality, rights of privacy, rights of payment or royalties, or any other rights of third parties not specifically identified in this subsection; (iii) do not contain any defamatory or illegal content, or invade any person's right of privacy or publicity; (iv) result in any tort, injury, damage, or harm to any third party; or (v) otherwise violates any applicable laws or regulations or relevant industry codes; and

B. I have all necessary approvals, licenses, and authorizations to use any third-party intellectual property rights to the extent that the Presentation or any materials furnished by me for the Presentation contain any such rights and to grant the rights granted therein.

2. I grant to IOMS the following:

A. the right to use and distribute my name, picture, likeness, introduction and/or other information in connection with IOMS CME programming; and

B. the right to reproduce and make derivative works based upon the Presentation slides (*other than those slides specifically identified in writing within 96-hours prior to the start of the conference*), and to distribute, display, and publish online the allowed presentation slides and any hand-outs provided by me to the intended audience or to the Conference moderators and staff for the purpose of producing this conference by means of the Internet or print media.

3. This Disclaimer and Release is governed by, and is to be construed under, the laws of Illinois without regard to choice of law principles.

**Two options for speaker agreement:**

1. Using online Speaker Agreement and Disclosure form, check the button that reads:  
"Yes, I received and agree to the Presenter Disclaimer and Release Agreement"
2. Using the hard copy form below:

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

Printed Name of CME Presenter: \_\_\_\_\_ ("CME Presenter")

Presenter Contact Details: \_\_\_\_\_

CME Presentation Title: \_\_\_\_\_ ("Presentation")

CME Conference Date: IOMS Winter Scientific Seminar December 12-15, 2024 ("Event")



## Conflict of Interest Disclosure Statement CME Faculty, Authors, Members of Planning Committees and Staff

Name: \_\_\_\_\_

**Role in Education:**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Planner (examples: committee member or staff involved in choosing topics, faculty, or content) | <input type="checkbox"/> Reviewer    |
| <input type="checkbox"/> Faculty, Instructor  | <input type="checkbox"/> Staff       |
| <input type="checkbox"/> Author, Writer   | <input type="checkbox"/> Other _____ |

It is the policy of the Illinois Osteopathic Medical Society (IOMS) to ensure balance, independence, objectivity, and scientific rigor in all sponsored educational activities. In order to be in compliance with Standards for Integrity and Independence, IOMS has implemented a disclosure process to ensure that anyone who is in a position to influence and/or control the content of an education activity has disclosed all real and apparent conflicts of interest (i.e., relevant financial relationships with any ineligible companies).

Please complete this disclosure form and return it to by August 31, 2024. If you have indicated a conflict of interest, this information will be forwarded to the Education Chair. At the start of planning meetings, the Chair will remind those that have indicated a potential conflict of their responsibility to disclose any bias during the meeting that could result in a conflict of interest. In addition, please note that you must recuse yourself from involvement in any discussion where there is a potential for bias based on your financial interests. Failure or refusal to disclose or the inability to manage the identified conflict may result in our request for your withdrawal from the planning process.

All persons who may impact the content of a CME activity, including faculty, planners, authors and staff, are expected to disclose to the activity audience any real or apparent conflict(s) of interest. A conflict of interest exists when **an individual** has a financial relationship with an ineligible company. The ACCME defines an ineligible company as “companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.” Relationships are defined as any financial that pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations.

The goal of this process is not to exclude people who have conflicts but to mitigate these conflicts while benefiting from your expertise. Disclosure is required so that the planning committee, activity director, and/or staff can resolve these conflicts and so that participants may be informed and form their own judgments about the activity in the light of full disclosure of the facts. The intent of this policy is not to prevent a speaker with a potential conflict of interest from making a presentation. Furthermore, all actual and potential conflicts should be identified openly so that the listeners may form their own judgments about the presentation with the full disclosure of the facts. It remains for the audience to determine whether the speaker’s outside interests may reflect a possible bias in either the exposition or the conclusions presented.

**CHOOSE ONE BOX BELOW; FILL OUT ONLY ITEMS RELEVANT TO YOUR SITUATION:**

I, the undersigned, have no actual or potential conflict of interest, financial relationship/arrangement or affiliation with any entity producing, marketing, re-selling or distributing health care goods or services consumed by, or used on, patients.

I, the undersigned, have a financial interest/arrangement or affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest (NOTE: There is no need to disclose the actual financial value of any affiliation). Financial interest/arrangement is defined as being a shareholder, consultant, grant recipient, research participant, employee, and/or recipient of other financial or material support within the **past 24 months**.

<u>Type of Affiliation/Financial Interest</u>	<u>Name of Corporate Organization(s) and Clinical Area Involved</u>
Employee	_____
Grants/Research Support	_____
Consultant	_____
Speakers’ Bureau	_____
Stock Shareholder	_____
Other Financial or Material Support	_____

*If more space is needed, please add additional pages and provide information in the same format as requested above*

**Note:** There is no set minimum dollar amount for relationships to be determined significant.



**DISCLOSURE OF UNLABELED/UNAPPROVED USE OF DRUGS AND/OR PRODUCTS**

- I do not plan to discuss any off label use.
- I do intend to reference unlabeled/unapproved uses of drugs and/or products.

Specify product by name \_\_\_\_\_

Specify unlabeled/unapproved use to be discussed \_\_\_\_\_

I have read the policy on full disclosure. If I have indicated a financial relationship or interest, I understand that this information will be reviewed to determine whether a conflict of interest exists, and I may be asked to provide additional information. I understand that failure or refusal to disclose, false disclosure, or inability to resolve conflicts will require IOMS to identify a replacement.

By initializing the previous page and signing this form, I agree to the Terms and Conditions and affirm, to the best of my knowledge, the accuracy of the information provided.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TERMS AND CONDITIONS REGARDING COMMERCIAL SUPPORT RULES**

**Ineligible companies.** Accreditation regulations define “ineligible companies” as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

**Financial relationships.** Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

**Financial relationships.** Accreditation focuses on financial relationships with ineligible companies in the 24-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. There is not a set minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. “Financial relationships” can be in any amount occurring within the past 24 months that create a conflict of interest.

**Conflict of Interest.** Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of ineligible companies with which he/she has a financial relationship.

**Disclosure.** Planners and Staff must complete and submit this Disclosure Statement prior to any participation in planning meetings or discussions for the activity. Speakers and Authors must complete and submit this Disclosure Statement prior to the presentation, and ensure that the Disclosure Statement is complete and truthful to the best of their knowledge. Faculty members are required to disclose any financial relationships they may have with a manufacturer of any product or class of products they discuss in an educational activity.

**Fair Balance.** Speakers/authors are required to prepare fair and balanced presentations that are objective and scientifically rigorous.

**Unlabeled and Unapproved Uses.** Presentations that provide information in whole or in part related to non-FDA approved uses for drug products and/or devices must clearly acknowledge the unlabeled indications or the investigational nature of their proposed uses to the audience. Speakers/authors who plan to discuss non-FDA approved uses for commercial products and/or devices must advise the Program of their intent.

**Use of Generic versus Trade Names.** Presenters should use scientific or generic names when referring to products in their lectures or enduring materials. Should it be necessary to use a trade name, then the trade names of all similar products or those within a class should be used.

**Commercial Supporter Influence.** Faculty members are not permitted to receive any direct remuneration or gifts from the commercial supporter(s) of this activity as it relates to this specific activity, nor should they be subject to direct input from a commercial supporter regarding the content of their presentations.

Questions?

Gina G. Fournie – Illinois Osteopathic Medical Society  
ioms@ioms.org or 312.291.1965

Return completed, signed form by August 31, 2024 via email:

[ioms@ioms.org](mailto:ioms@ioms.org)

**ILLINOIS OSTEOPATHIC MEDICAL SOCIETY CONTINUING MEDICAL EDUCATION**  
**TERMS AND CONDITIONS REGARDING COMMERCIAL SUPPORT RULES**  
IOMS 2024 Winter Scientific Seminar

**Ineligible companies**

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**Financial relationships**

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