

## Speaker Information

We are excited you are interested in presenting at a Suburban Health Organization (SHO) Continuing Education (CE) Activity. SHO is an accredited provider of Continuing Medical Education (CME), an approved provider of Continuing Nursing Education (CNE), an approved provider of CEs for Social Workers, and an approved provider of Health Facility Administrators (HFA). We may offer Maintenance of Certificate (MOC) for a few of the specialty boards, pharmacy credits, or other credit types on a case-by-case approved basis. We offer CEs for live activities, webinars, on demand activities, and quality improvement activities. You can access a list of our activities at <http://ce.suburbanhealth.com>. Additional resources for speakers are available under SHO's main website at <https://www.suburbanhealth.com/speakers-bureau/>. We look forward to working with you to provide CE credits for your presentation.

Below is a list of items we will need to process the presentation for CEs. We will be happy to discuss this with you and answer any questions you might have if you want to call us at 317-295-5283 or you may send us a date/time you would like a staff member to call you.

SHO develops educational programs that follow adult learning principles and are interactive. We generally offer CEs for activities that offer 30-60 minutes, but we are flexible. This time frame includes time for questions/answers, interactive group discussions, reflection, and other teaching methods.

**We will ask you to provide the following information generally a minimum of 4-6 weeks prior to your presentation dependent on the credit types offered and the activity type being developed:**

- Your Name and Credentials as you would like them to appear on promotional materials
- Your Presentation Title
- Biosketch (A brief introduction which describes your education and expertise to present on this topic) (If pharmacy credits are offered, a resume is required.)
- 2-3 learner-based objectives (What will the participants be able to do at the conclusion of your presentation?)
- A statement of why this topic is important for the targeted audience. (The following offers some things to consider when writing the statement: Will this topic offer new or updated information? Is there a challenge/problem to be addressed? How do you know it is a challenge/problem? Is there any data available to support why this topic is needed? What is the goal of the presentation?)
- Brief abstract about your planned presentation
- 3-4 references, including references including title, dates of publication, author(s), date downloaded from website, etc. References should be within the past 5-7 years unless the reference is a classic that is still relevant. If you provide a reference from a professional source that requires a subscription or members, please submit a copy of the reference for our files. We are required to double check references to ensure they are representing recent best evidence.
- Signed Photo/Video/Audio and Educational Presentation/Material Release (Required only if we are recording or taking pictures for our website. We would like to record your presentation and place it on our CE Website. If you are not in agreement with this plan, please let us know.)
- Completed and Signed Financial Disclosure, required for all planners, speakers and anyone in control of the content (Employees of ACCME-defined commercial interests may not be on the planning committee, be a faculty member or author of content, or in any other way control any content of the activity.)

**You will be asked to provide the following information generally a minimum of 2-3 weeks prior to the presentation depending on credits types offered and the planned activity type:**

(It is our policy, in compliance with the CE regulations, to review presentations and handouts prior to the meeting. If we submit the presentation for MOC points, or other credit types, we are required to have it reviewed by other specialists/boards.)

- PowerPoint Presentation
- Participant Handouts, if applicable (Handouts are encouraged, but must meet the CE requirements.)
- 4-5 scenario-based, multiple choice questions/answers that requires participants to select the best strategy to address the issue (This is required if the activity will be recorded and placed on SHO's CE Website but may also be required for other types of activities.)
- 3-4 key points you would like us to share with the participants a few months after the activity that will reinforce what was learned
- Resources / Reference List, if different than previously provided
- Any supporting documentation to comply with the rules and regulations as listed on page two of the disclosure form

**You will be provided information about the planned meeting once a date and location have been confirmed. Generally, we will provide you the following information:**

- Meeting start time and an estimated time you should arrive for set up and to test the equipment
- Meeting location
- Confirmation of the length of your presentation
- Instructions and date for submitting any changes to your final presentation (SHO does not allow thumb drives in our laptops. All presentations must be emailed. If they are too large to be sent via email, we will arrange a One Drive Folder for you to upload your presentation.) SHO member hospitals may allow thumb drives and you may be encouraged to bring your presentation on a thumb drive as a back up plan.
- Confirmation on who will be there to greet and assist you with any last-minute needs.

SHO adheres to the Indiana State Medical Association (ISMA), Accreditation Council for Continuing Medical Education (ACCME), Ohio Nurses Association (ONA), American Nurses' Credentialing Center (ANCC) regulations, the Indiana Behavioral Health and Human Services Licensing Board requirements, Indiana State Board of Health Facility Administrators (ISHFA) requirements. Please refer to the Statement/Rules of SHO/ISMA/ACCME/ONA/ANCC Accreditation section of the Disclosure of Relevant Financial Relationships Form, which is attached. All presentation slides and handouts will be reviewed for compliance with our policies prior to the program. Specifically, educational materials or information used in the education room cannot contain any advertising, corporate logos, trade names, or product group messages of a commercial interest. Participants will be given the opportunity to evaluate the presentation's balance, objectivity, and bias.

Please note, time frames listed above are estimates and subject to change based on the activity. Thank you again. We look forward to your presentation.

If you have any further questions, please let me know,

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<http://ce.suburbanhealth.com>