

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), and an approved provider of CEs for Behavioral Health Professionals and Health Facility Administrators. We offer CEs for in person live activities, webinars, and on demand activities. We look forward to working with you to accomplish this goal.

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 our CE team at 317-692-5222, ext. 283, or you may send us a date/time you would like someone to call you.

SHO develops educational programs that are 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 4-6 weeks prior to your presentation depending on the credit types offered and the activity type being developed. (Conferences and Symposiums may require six months advance notice.)

- Name and Credentials for each faculty member as they should appear on promotional materials
- Presentation Title
- Biosketch for each Faculty Member (A brief introduction which describes your education and expertise to present on this topic)
- 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, including a brief content summary and teaching methods, such as polls, roll play, panel discussion, questions and answers, group discussions/exercises, etc.
- 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 Media Release (We may be interested in recording the presentation and placing 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, authors, and anyone in control of the content
- Drafted PowerPoint Presentation (Required if Pharmacy and Physical Therapy credits will be offered.)
- The name, credentials, and contact information for a licensed pharmacist that will conduct a review of your presentation in advance of the meeting, if pharmacy credits will be offered. This pharmacist will be asked to review your presentation to ensure the information is accurate, up-to-date, and

free of commercial bias. They will also be asked to complete a financial disclosure form to ensure they have no conflict of interest.

- An estimated number of minutes for your presentation and an estimated number of minutes specifically to address pharmacotherapeutic content, if applicable. (Please note, we generally do not get a lot of questions in virtual meetings.) Also, let us know if the presentation will cover drug specific information, safe prescribing practices, safe medication administration, prescribing methodologies, new regulations or similar content.
- Your intent to include poll questions or video streaming during your presentation. (We will discuss this plan with you and assist you to ensure the poll or streaming are successful.)

Once we have received your financial disclosure, we will send you a Welcome slide, a Disclosure slide, and an Evaluation/Credit slide to include in your presentation. We may also send you a copy of poll questions to include at the end of your presentation.

You will be asked to provide the following information 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 ABIM MOC points, or other specialty board credits, we are required to have it reviewed by other specialists.)

- PowerPoint Presentation (We will send you a welcome slide, disclosure slide, and closing slide to include in your presentation once we receive your disclosure.)
- 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.)
- Poll Questions, if applicable
- Resources / Reference List, if different than previously provided
- Confirmation of the length of your presentation.
- Any supporting documentation to comply with the rules and regulations as listed on page two of the disclosure form

Presentation Compliance:

Please note as a CE accredited provider, SHO expects all faculty to comply with the rules and regulations as stated on page two of the Financial Disclosure Form. All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options. Please do not include corporate logos, trade names, or product-group messages, advertisements, or images for any commercial product. If you will be discussing products or services, please use the generic names and include information on all possible products/services of that type. Also, if you will be discussing any off-label use or research, please let us know in advance.

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 for in person and/or virtual meeting link and information
- 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.
- 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), American Nurses' Credentialing Center (ANCC) regulations and the Indiana Behavioral Health and Human Services Licensing Board requirements. Please refer to the Statement/Rules of SHO/ISMA/ACCME/ANCC Accreditation section of the Disclosure of Financial Relationships Form, which we will provide to you. 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 us know,

SHO's CE Team
317-692-5222, ext. 283
ce@suburbanhealth.com
<http://ce.suburbanhealth.com>