



ACOG

ANNUAL CLINICAL & SCIENTIFIC MEETING

MAY 17-19, 2024 ■ SAN FRANCISCO, CA

2023 Continuing Medical Education (CME) Forums

The American College of Obstetricians and Gynecologists (ACOG) invites organizations to host live CME Forums during the ACOG 2024 Annual Clinical & Scientific Meeting (ACSM) but limits when those events take place.

CME Forums refer to any educational activity that is independently organized held in conjunction with ACOG's Annual Clinical & Scientific Meeting, held May 17-19, 2024, in San Francisco, California. Programs should provide attendees with novel and innovative approaches to issues impacting physicians in the area of obstetrics and gynecology.

CME Forums

- These 1.5-hour programs include a 30-minute meal and a 60-minute educational program. Sessions are available in breakfast or dinner time slots.
- Meeting space and food and beverage for up to 150 attendees
- Standard AV equipment including a riser with a podium, wireless lavalier mic, panel table with chairs, LCD projector and screen, and sound system
- One pre-conference e-blast listing all CME Forums (program information must be received by the deadline)
- One post-conference e-blast including a link to the CME Forum video recording (if recorded)
- Pre-registration services

Application Process

To receive approval for an activity, applications must be completed and sent with the appropriate fee by March 29, 2024. Forum applications will be reviewed by ACOG.

CME Forums must adhere to the following:

- Applicants are required to have their program accredited by an ACCME provider. ACOG does not provide joint providership for CME Forums.
- Content must be educational and cannot promote a specific proprietary business interest of a commercial entity.
- Program must be presented in an objective, balanced, and scientifically rigorous manner, cannot commercially promote a specific drug, product, or service, and must meet the policies and guidelines of the ACCME.
- Content and related materials must promote evidence-based learning for optimum patient outcomes and patient safety.
- Each application must have clear learning objectives, program description, speaker(s), and planner(s) disclosure information, as well as the accreditation statement.

Audit

To ensure compliance, your activity may be audited by a member of ACOG. ACOG auditors have the right to request further documentation, for example, copies of slides. If requested, please submit the information to kndure@acog.org.

Evaluation Data

All CME Forums are responsible for developing and managing their own evaluation mechanism.

Faculty

- Applicants are responsible for securing speakers.
- Elected officials and chairs of committees and subcommittees directly and currently involved in the 2024 ACOG ACSM CME program are prohibited from participation in CME Forums, except as attendees who receive no honoraria or reimbursement. ACOG reserves the right to reject any proposed faculty member that it deems may have a conflict of interest with ACOG ACSM activities.
- Participating faculty must disclose all relevant relationships or interests.

Promotion

- All announcements, invitations, and covers should clearly indicate the name(s) of the affiliate of the CME Forum and the source of financial support for the event. The materials in no manner may imply, either directly or indirectly, that the forum is an official activity of ACOG. Materials related to the forum must not use language or terms such as "presented during," "presented in conjunction with," "preceding," "prior to," "following," "live from," in reference to the ACOG 2024 Annual Clinical & Scientific Meeting. Use of the ACOG logo, name, seal, or the ACSM logo or name is also not permitted.
- ACOG must approve, prior to printing, all promotional announcements, invitations, and all materials intended for distribution. In addition, all advertisements or invitation brochures must be approved in order to participate in any of the marketing opportunities. All materials must be distributed through one of the Annual Meeting marketing opportunities.
- Forum events may only be held during approved days and times. ACOG reserves the right to bar violators from participating in future meetings. Forum affiliates may not deny Annual Meeting attendee(s) access to their event (except due to space limitations).

- In this regard, the education provided at a forum should be consistent with the scientific evidence available, promote the professionalism, compassion, and trust inherent in the physician/patient relationship, and should not conflict with the mission of ACOG.
- Promotional or distribution schemes or products that create or potentially create financial conflicts for physicians, or are of potential physical, emotional, or financial harm to patients are prohibited. Likewise, exhibits that are actually or potentially discriminatory or demeaning to women, men, racial-ethnic populations, or any other groups are prohibited. Additional guidelines and restrictions may also be provided.

Signage/Flyer Distribution

- Organizations may only advertise, promote, or distribute information using ACOG's marketing opportunities. At no time is the distribution of promotional materials permitted anywhere within the convention center, hotel lobbies, shuttle buses, restrooms, or other common areas. Unapproved signs will be removed without advance notice and destroyed.
- Forum signs may only be placed in the designated location where the forum is scheduled to take place, on the day of the event.
- Corporate logos may not be used for educational and marketing materials.

Compliance

The supporter will be invited to participate with the expectation that the educational activity is held in accordance with the standards established by the Accreditation Council for Continuing Medical Education (ACCME), the AdvaMed Code of Ethics on Interactions with Health Care Professionals, the American Medical Association's (AMA) Code of Ethics Opinion relating to Continuing Medical Education and Gifts to Physicians from Industry, the U.S. Food and Drug Administration (FDA) regulations regarding Industry Supported Scientific and Educational Activities, the Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interactions with Health Care Professionals, and the Department of Health and Human Services' Office of Inspector General (OIG) Compliance Program Guidance for Pharmaceutical Manufacturers. It is strongly recommended that appropriate source and reference citations accompany all data presented in slides and program materials. If, in ACOG's opinion, a sponsor flagrantly disregards ACOG's guideline(s), policies, or directives, ACOG reserves the right to impose an appropriate penalty which may not be stated above. By signing (physically or electronically) the CME Forum Application and Contract, the Organization agrees to abide by all of the requirements contained in this CME Forum Application and Contract, ACOG Meetings Anti-Harassment Policy, ACOG's Statement of Values, ACOG's Whistleblower Policy ([together "ACOG Meetings Policies"](#)), and any correspondence from ACOG to the sponsor, their staff, officers, or agents. Together, these documents comprise the contract between ACOG and the CME Forum Provider organization.

Cancellation Policy

Upon cancellation by the CME Forum Provider, 100% of the total amount owed will be due with no refunds. If the CME Forum is canceled by ACOG, without cause, a full refund will be paid to the CME Forum Provider. In the event that the ACOG 2024 Annual Clinical & Scientific Meeting is postponed due to any occurrence beyond the control of ACOG or the Provider, whether such occurrence be an act of God, terrorism (international or domestic), war, riot, civil commotion, sovereign conduct; widespread dissemination of an infectious disease; declaration or continuation of a pandemic; curtailment of transportation facilities; or the act or conduct of any third party (individually and collectively referred to as the "Occurrence"), then the performance of the parties of their respective meeting obligations shall be excused for such period of time as is reasonably necessary after the Occurrence to remedy the effects thereof. If the Occurrence results in the cancellation of the ACOG 2024 Annual Clinical & Scientific Meeting, the obligations of the parties under applicable agreements shall automatically be terminated and all payments shall be refunded to Provider, less any pro-rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by ACOG through the date of notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

Affiliates whose programs are not placed due to refusal of application will be refunded the total forum fee. No refunds will be given for forum cancellations unless ACOG cancels the event.

Limitation of Liability

The American College of Obstetricians and Gynecologists and the Moscone Center will not be responsible for any loss, injury, or damage whatsoever arising from participation in the CME Forum or related activities. The sponsor expressly releases the American College of Obstetricians and Gynecologists and the Moscone Center from any and all claims, injury, or damage arising from the content, behaviors, or other activities related to the CME Forum.

I/We agree to abide by all rules and regulations governing CME Forums as set forth in the CME Forum Prospectus, and any supported or related materials as it pertains to CME Forums. The American College of Obstetricians and Gynecologists reserves the right to deny any application for a CME Forum if in ACOG's opinion, it does not serve the best interest of its members or is considered inappropriate.

The CME Forum application deadline is **March 29, 2024**.

1.5 Hour CME Forum (1 hour CME credit)\$45,000

Please Type or Print

Company Name _____

Company Contact _____

Company Address _____

Company Phone _____

Fax _____

Email _____

Please specify CME provider:

Preferred day and time of CME Forum:

- Friday, May 17
- Saturday, May 18
- Sunday, May 19
- Breakfast
- Dinner

Title of Forum:

Please list all speakers below: *(if more space is needed please attach an additional page)*

1) _____

email: _____

2) _____

email: _____

3) _____

email: _____

The following information must be submitted to ACOG along with the CME Forum application

Accredited Provider

Name: _____

Address: _____

Email: _____

Ineligible Company

Name: _____

Address: _____

Email: _____

For application submission, all of the following must be included:

- Program Description
- Program Agenda
- Learning Objectives
- Accreditation Statement
- Disclosure Statement
- Faculty Disclosures

Conditions

1. STATEMENT OF PURPOSE: Program is for scientific and educational purposes only and will not promote the ineligible company's products, directly or indirectly.
2. CONTROL OF CONTENT AND SELECTION OF PRESENTERS AND MODERATORS: Provider is responsible for control of content and selection of presenters and moderators. The ineligible company agrees not to direct the content of the program. The ineligible company, or its agents, will respond only to provider-initiated requests for suggestions of presenters or sources of possible presenters. The ineligible company will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between ineligible company and speaker; and will provide this information in writing. Provider will record role of ineligible company, or its agents, in suggesting presenter(s); will seek suggestions from other sources; and will make selection of presenter(s) based on balance and independence.
3. DISCLOSURE OF FINANCIAL RELATIONSHIPS: Provider will ensure meaningful disclosure to the audience, at the time of the program, of (a) ineligible company funding and (b) any significant relationship between the provider and the ineligible company (eg, grant recipient) or between individual speakers or moderators and the ineligible company.
4. INVOLVEMENT IN CONTENT: There will be no "scripting," emphasis or direction of content by the ineligible company or its agents.
5. ANCILLARY PROMOTIONAL ACTIVITIES: No promotional activities will be permitted in the same room (space) or obligate path as the educational activity. No product advertisements will be permitted in the program room (space).
6. OBJECTIVITY AND BALANCE: Provider will make every effort to ensure that data regarding the ineligible company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
7. LIMITATIONS OF DATA: Provider will ensure, to the extent possible, meaningful disclosure of limitations on data (eg, ongoing research, interim analyses, preliminary data, or unsupported opinion).
8. DISCUSSION OF UNAPPROVED USES: Provider will require that presenters disclose when a product is not approved in the United States for the use under discussion.

9. OPPORTUNITIES FOR DEBATE: Provider will ensure meaningful opportunities for questioning or scientific debate.
10. INDEPENDENCE OF PROVIDER IN THE USE OF CONTRIBUTED FUNDS:
 - a. Funds should be in the form of an educational grant made payable to the _____ (CME Provider).
 - b. No other funds from the ineligible company will be paid to the program director, faculty, or others involved with the CME activity (additional honoraria, extra social events, etc.).

The ineligible company supporter and accredited provider agrees to abide by all requirements of the ACCME Standards for Integrity and Independence in Accredited Continuing Education. Acknowledge educational support from the ineligible company in program brochures, syllabi, and other program materials, and upon request, furnish the ineligible company a report concerning the expenditure of the funds provided.

Agreed

CME Forum Company Representative (name)

Signature

Date

CME Provider

Signature

Date

To submit this form, please email to Jenny Brocious at jennymbrocious@gmail.com.

Payment Information

Please complete and return this form to jennymbrocious@gmail.com for invoicing and payment information.