



Dear Doctor,

We hope that you will consider submitting an abstract for possible selection to present at one of our pharmacy or naturopathic webinars. We would like to give you an overview of our presentation expectations and our compensation for your expertise and time, should you be selected, and then explain how to submit your presentation to us. Completing the CNDA's abstract submission process will indicate that you accept our presentation expectations, speaker timeline requirements and our financial compensation. Thank you, and we look forward to hearing from you!

Presentation Expectations

- The goal of any presentation should be to provide an unbiased, clinically relevant discussion that is based on the compliance with **AMA PRA Category 1 Credits™** accredited CMEs (good for MD, NDs, DOs, and other licensed health care professionals).
- The presentation should be a **unique presentation** for the CNDA and not have been presented elsewhere, nor should it be presented elsewhere within three months after the CNDA presentation.
- Please plan for a **2.5 hour presentation that includes 2 x 15 minute Q&A sessions:**
 - **Presentation Length Guide:** Most speakers average approximately 1 slide per minute. For a 120-minute presentation, that is about 120 slides (the extra 30 minutes will be for Q&A). The exact number of slides in any presentation may vary by slide content, so please use your own judgment in creating the correct presentation length.
 - Please include a Q&A slide that denotes the approximate midway point in the presentation. We will facilitate the Q&A sessions and it helps for us to know where the midpoint in the presentation will most likely fall.
 - For a pharmacy webinar 50% of the slides must include naturopathic management of conventional pharmaceuticals (includes drug-herb interactions, side effect management with natural therapies, safely weaning patients off medications, etc.). Our attendees highly value the integrative medicine viewpoint of our pharmacy webinars where there is a balance between conventional and naturopathic therapies.
 - We encourage you to include a **brief** clinically pertinent overview and/or update on the condition or specific topic being addressed. Include pertinent signs/symptoms, history, pathogenesis, labs/scans/workup and DDx, as is appropriate for your talk. You do NOT need to go back to the very basics here, just make the most important clinical points.
 - Plan to focus on **clinical updates and controversies** in BOTH conventional and integrative or naturopathic diagnostics and therapeutics. Many doctors use these webinars to get up to speed on the latest research, clinical insights and other clinically relevant data that they can take back to their practices the next day.
 - **Include 2-4 case studies:** Please use your most typical cases to illustrate examples and avoid cherry picking only the cases with the best outcomes. It is important that we all learn from one another's experiences realistically.
 - Be prepared to discuss **clinical research** (when available) to also illustrate clinical outcomes as objectively as possible. Always cite any research discussed.
 - **Clinical Pearls:** Please give information practicing doctors will want at hand to effectively diagnose and manage patients with the condition(s). *Doctors often find this to be the most valuable part of a presentation.*
 - Please provide clinical resources (online, associations, books, etc.) because they are greatly appreciated by colleagues!



Speaker Disclosure and Recording

The speaker must agree to present **commercially unbiased, independent and objective information**. The speaker must agree to disclose if he/she has a fiduciary or financial relationship with a company, and will not mention affiliate products, services nor said company in the body of their presentation. All presentations are recorded and offered as self-study webinars for continuing education credits.

Speaker Timeline Requirements

1. If selected, speaker agrees to return our “speaker info form” within one week of receiving it, and also agrees to return the signed contract within one week of receiving it. *Failure to do so may result in cancelation of the speaker engagement request.*
2. If selected, speaker agrees to submit his/her PowerPoint presentation to the CNDA home office **6 weeks prior to the event** so that the CNDA Professional Development Committee can review it.
3. The revised PowerPoint presentation is due no later than 1 week prior to the webinar.
4. Speaker agrees to respond to CNDA inquiries within a timely manner (within 48 hours).

Presentation Review Process

The speaker must agree to comply with our professional development committee’s presentation review process which is based on **AMA PRA Category 1 Credit™** accreditation standards. Specifically, speaker agrees to modify his/her presentation as per the recommendations by the CNDA Professional Development Committee.

Presentation Audio Optimization

The speaker must agree to the following guidelines for optimal broadcasting:

- Broadcast from a dedicated, quiet space that has a high-speed Internet connection whereby the modem is connected to the computer via an Ethernet cable. Wireless connections are not reliable for consistently clear broadcasting and are therefore not allowed.
- For best audio clarity:
 - The best option is to call in on a landline telephone and use a headset (usually those are available for wireless phones). This is the best possible audio for our viewers.
 - The second best option is to use a USB headset, though then the signal will flow through your Internet connection, and sometimes that will degrade the quality.
 - It does NOT work is to use your computer microphone and speakers --- that is the lowest quality audio and our viewers will have difficulty hearing you.
- For our pre-webinar audio test, please use the actual computer and setup that you will use during the live webinar.

Speaker Financial Compensation

Our speaker honorarium is \$500. Speakers may opt to donate the honorarium back to the association to help financially support the ongoing legislative and education work the CNDA does to protect and grow the naturopathic profession at large.

AGREEMENT: **Your abstract submission will indicate that you agree to the above as outlined.** If selected, this agreement will be included in our contract that we will submit to you for signature.



How To Submit Your Proposed Presentation To The CNDA

If you are interested in submitting an abstract to be considered for a slot in one of our pharmacy or naturopathic webinars, please submit the following:

1) A Curriculum Vitae

2) An abstract or outline of your proposed presentation

In one page, please provide a summary or outline that describes your proposed presentation. Please also include a summary of the learning objectives (3-5 recommended) of your presentation.

3) A Sample PowerPoint Presentation

Please provide a sample of a PowerPoint presentation created by you that is representative of the type of presentation you would plan to give for a pharmacy or naturopathic webinar. You may create a "mini" presentation of the topic you propose to give OR you may provide a PowerPoint you have previously presented. Sample presentations will be used for committee review only.

4) Presentation: Indicate Month Preference in 2015

Please let us know which months in 2015 you would be able to give your presentation.

5) Disclosure Form

Please complete the attached Disclosure Form and fax (815-550-2411) or email the signed form to the CNDA along with your other documents.

6) Full Understanding

Prior to submitting your documentation to the CNDA, please be sure you have read this document in its entirety (not just scanned it) so that you are fully aware of our expectations.

Please email the above requested documents to abstracts@calnd.org so that the CNDA Professional Development Committee can review your presentation and make final speaker selections for our upcoming 2014/2015 webinars.

Abstract Selection Process

The CNDA Professional Development Committee will review submitted abstracts. Abstract acceptance is based upon the abstract proposal, sample PowerPoint quality, the originality of the presentation and the presenter's expertise and experience in the subject matter.

Thank you, on behalf of the CNDA Professional Development Committee!

Should you have any questions, please contact the CNDA's Executive Director, Kathy Konst at 310-670-8100 or executive@calnd.org.

**The American Association of Naturopathic Physicians
Continuing Education – Financial Disclosure Form**

(to be completed by each speaker AND each planning committee member)

The American Association of Naturopathic Physicians is interested in sponsoring educational activities that are unbiased, objective, scientifically rigorous & balanced. All persons who have the opportunity to control the content of an educational session should complete this form. Attendees of all AANP sponsored CE activities should be given full access to this information, allowing them to form their own opinions on the bias of any presentation. Information to be disclosed includes any relevant financial relationships in the last 12 months of either the speaker or their spouse as it relates to the particular subject matter of the course.

CE Activity: _____

Date(s): _____ Location: _____

Name: _____

Role (i.e. Speaker or Content Committee): _____

I have nothing to disclose in relation to this activity.

Signature

Date

In relation to my participation in this CE activity, I would like to disclose the following financial relationship(s) within the past 12 months.

Company Name

Relationship

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature

Date

**The American Association of Naturopathic Physicians
Continuing Education Presenter Compliance Agreement**

(to be completed by each speaker)

Commercial Bias

All presentations awarded continuing education by the AANP must be free from commercial bias. The sessions must represent a fair and balanced view of product, procedure or device. When preparing your presentation and materials, please keep the following in mind:
No bias towards a particular product, procedure or device should be presented.
All applicable products should be presented to ensure a fair and balanced view.
Classes/types of drugs or products should be used instead of brand names whenever possible.
Do not refer to trade names of any products unless trade names are used for ALL products.
Use generic names instead of brand names whenever possible
Absolutely NO company logos on any slides or handouts (In case of sponsored activity, logo may appear on the cover slide only. ANY slides with a company name or logo must be reviewed and approved by the AANP prior to presentation).

_____ (initial) I understand and agree to abide by these rules

HIPAA

All speakers must preserve the privacy of their patients by avoiding the use of any names or other identifiers without the express written authorization from the patient.

_____ (initial) I understand and agree to abide by these rules

Copyright Guidelines

Copyrighted materials should NOT be included in any form in presentation materials without written permission from the copyright owner of the material (usually the publisher). U.S. copyright law prohibits the reproduction of an "article" unless consent from the copyright owner is obtained. If you elect to include copyrighted material, you agree to obtain all necessary consents and you accept responsibility for any actions the copyright owner may be entitled to under U.S. Copyright law. Verification of consent must accompany the presentation material upon submission
The scope of the consent for use of the copyrighted material must encompass not only the presenter's use, but also its use in a continuing medical education activity that will be copyrighted as a collective work by The American Association of Naturopathic Physicians.

_____ (initial) I understand and agree to abide by these rules

I certify that I have read and understand all of the above information.

Signed: _____ Date: _____

Name (printed): _____

Activity/Meeting Title: _____

Activity/Meeting Dates: _____