



Policy on Commercial Support and Financial Disclosure

Commercial Support of Continuing Education Activities

The Aerospace Medical Association CME program uses an Annual Scientific Meeting and workshops associated with the Annual Scientific Meeting as its CME activities. The Annual Scientific Meeting and associated workshops are live activities. AsMA prefers live CME activities as this format facilitates discussion and intellectual exchange. Only the Annual Scientific Meeting receives commercial support.

The Annual Scientific Meeting receives commercial support in the form of honoraria for the two invited lectures (Bauer and Armstrong Lectures). Each lecture is supported by a \$1,000.00 honorarium from a commercial sponsor (consequently, \$2,000.00 is budgeted for each meeting).

Each honorarium is requested of the commercial sponsor by the Executive Director approximately five months prior to the Annual Scientific Meeting. The check is made out to the Aerospace Medical Association and deposited in the Association's account. Just prior to the Annual Scientific Meeting, the Executive Director prepares a check for the honorarium made out to each of the keynote speakers. The check is then presented on the podium by the AsMA president to the speaker immediately following the presentation. In addition, the President gives full recognition to the commercial sponsor

A letter of agreement (Atch 1) is required of the commercial sponsors for the Bauer and Armstrong Lectures. The letter of agreement clearly restricts the commercial sponsors and their representatives from participating in the planning or execution of the CME activity.

The keynote speakers for the Bauer and Armstrong Lectures must not be affiliated with the commercial sponsor organizations.

With the advent of smart phones and digital tablets, meeting attendees recommended a scientific meeting digital application be offered as a replacement for print meeting programs. The scientific meeting digital application received commercial support to help offset the cost to offer this digital capability. All commercial sponsors of the scientific digital application must sign a letter of agreement (Atch 1) that restricts them and their representatives from participating in the planning or execution of the CME activity.

Commercial Support of Social Programs

On occasion the Association President solicits commercial support for a social event. When such an event occurs, it is either held the day before the CME activities commence or in the evenings following the day's CME sessions. The sponsored social events never conflict with the CME program. The sponsoring organization is recognized in the meeting program and at the event by the AsMA President. Commercial sponsors of AsMA social events must sign a letter of agreement (Atch 1) that clearly restricts the commercial sponsors and their representatives from participating in the planning or execution of the CME activity.

Acknowledgement and Approval of Commercial Support

As an ACCME accredited CME provider, AsMA is committed to presenting continuing medical education activities that promote improvements or quality healthcare and are independent of the control of commercial interests. As part of this commitment, the Aerospace Medical Association requires all commercial support to be coordinated through the AsMA Executive Director. The Executive Director will ensure the proper approval and use of the commercial support and ensure no other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity. The Aerospace Medical Association will, upon request, furnish the commercial supporter with documentation detailing the receipt and expenditure of the commercial support.

Speaker (Faculty) Financial Disclosure

All speakers (faculty) submitting a paper for the Annual Scientific Meeting and associated workshops must disclose financial relationships (within the last 12 months) as part of the abstract submission process. If there is a conflict of interest, the Executive Director will send the speaker the "AsMA Disclosure of Relevant Financial Relationships & Resolution of Conflicts of Interest" form and require the speaker to complete the form and return (Atch 2). All conflicts of interest must be resolved prior to the CME activities. Unresolved conflicts of interest will result in the speaker's paper being canceled.



WRITTEN AGREEMENT FOR COMMERCIAL SUPPORT

The Aerospace Medical Association is committed to presenting continuing medical education (CME) activities that promote improvements or quality in healthcare and are independent of the control of commercial interests. As part of this commitment, the Aerospace Medical Association has outlined in this written agreement the terms, conditions, and purposes of commercial support for its CME activities (see page 3). "Commercial support" is defined as financial or in-kind contributions given by a commercial interest* that are used to pay all or part of the costs of a CME activity.

Title of CME Activity:

Activity Location:

Activity Date:

Name of Commercial Interest:

Amount of Educational Grant (direct or in-kind):

Grant will be used for the following:

- Grant for support of the CME activity:
- Speaker Honoraria
- Speaker Expenses (list itemized expenses):
- Meeting Expenses (list itemized expenses):
- Other (equipment loan, brochures distribution and mailings)



(Commercial supporter),
and the Aerospace Medical Association (Sponsor) agree to abide by all requirements of the Accreditation Council for Continuing Medical Education (ACCME) *Standards for Commercial Support of Continuing Medical Education* (appended).

Aerospace Medical Association

Tax ID number

Contact Person

Phone Number

Email:

Fax #:

Name of Commercial Interest:

Address

City, State, Zip

Contact Person

Phone Number

Email:

Fax #:

Agreed by Authorized Representatives:

Signature and Date

Signature and Date

Print Name

Print Name

Title

Title



Terms, Conditions, and Purposes

Purpose

1. This activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the Commercial Interest.
2. The Aerospace Medical Association is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content of the CME, selection of education methods, and the evaluation of the activity.

Use of Commercial Support

3. The Aerospace Medical Association will make all decisions regarding the disposition and disbursement of the funds from the Commercial Interest.
4. The Commercial Supporter will not require the Aerospace Medical Association to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this commercial support.
5. All commercial support associated with this activity will be given with the full knowledge and approval of the Aerospace Medical Association. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
6. The Aerospace Medical Association will, upon request, furnish the Commercial Supporter with documentation detailing the receipt and expenditure of the commercial support.

Commercial Promotion

7. Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. The juxtaposition (coincidence) of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during, or after a CME activity. The Commercial Supporter may not engage in sales or promotional activities while in the space or place of the CME activity.
8. The Commercial Supporter may not be the agent providing the CME activity to the learners.

Disclosure

9. The Aerospace Medical Association will ensure that the source of support from the Commercial Supporter, whether direct or "in-kind," is disclosed to the participants in program brochures, syllabi, and other program materials, before the activity. This disclosure will not include the use of a trade name or a product-group message. The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution and may include corporate logos and slogans, if they are not product promotional in nature.



Unlabeled/Off-label Uses of Products

10. The Aerospace Medical Association requires that faculty disclose when a product is not labeled for the use under discussion or is still investigational. The Aerospace Medical Association also requires speakers disclose when a product under discussion is not approved in the United States.

* The ACCME defines a Commercial Interest as any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies. The ACCME does not consider providers of clinical service directly to patients to be commercial interest.



DISCLOSURE OF RELEVANT FINANCIAL RELATIONSHIPS & RESOLUTION OF CONFLICTS OF INTEREST

In accordance with requirements of the Accreditation Council for Continuing Medical Education (ACCME), The Aerospace Medical Association requires all individuals who are in a position to control the content of a CME activity to disclose all relevant financial relationships with any commercial interest that produces, markets, resells, or distributes healthcare products or services to be discussed in the CME activity. Such financial relationships are defined as remuneration paid to you or your spouse/partner in any amount that has occurred within the last 12 months. If a potential conflict of interest exists as a result of a financial relationship, this will need to be resolved prior to the activity. All relevant financial relationships must be disclosed to learners at the beginning of the CME activity. If no relevant financial relationships exist, learners must be informed of that as well.

Full Name:

Title of CME Activity:

Title of Presentation:

Date/Location of Presentation:

I. Identification of Relevant Financial Relationships:

1. Do you or your spouse/partner have any relevant financial relationships, as defined above, with any commercial interest(s) that produce(s), resell(s), or distribute(s) products or services you intend to discuss in this CME activity?

Yes

No, I do not have any relevant financial relationships with any commercial interests

2. Will your presentation include discussions of any product(s) unlabeled (off-label) for use as approved by the FDA?

Yes* No

**The Aerospace Medical Association has determined that disclosure of unlabeled (off-label) use is informative for audiences and therefore requires this disclosure be made to the learners. This information must be communicated by you to the learners before you begin your presentation.*

3. If you answered **YES to question #1**, please complete the following (if you need additional space to complete this section, please attach information to this document):

- a. List the names of the commercial interests (note: non-profit or government organizations do not fall within ACCME's definition of a commercial interest)
- b. Describe what you or your spouse/partner received (e.g., salary, honorarium (see examples below the table.) **DO NOT** list amounts.
- c. Describe your role (e.g., consulting, speaking, etc; see examples below the table).

Name of Commercial Interest	Nature of Relevant Financial Relationship (Include all those that apply within the last 12 months)	
	What I received?	My Role
<i>Example: Company "X"</i>	<i>Consulting fee</i>	<i>Speaker</i>

What was received: 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.

My Role(s): Employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities.

