

Letter of Agreement for Commercial Support Received in Support of a CME Activity

Commercial Support is monetary or in-kind support (equipment, supplies, facilities, etc.) for a CME activity from an entity that produces, markets, sells, re-sell, or distributes healthcare products used by/on patients.

All commercial support received for a UTCOM CME activity must be given/received with the full knowledge and approval of the Office of CME at the UTCOM prior to any CME activity.

Activity Title:		Activity Date:	
Host Organization:			
Activity Location:			
COMMERCIAL SUPPORT INFORMATION			
Name of Company Providing Support:			
Type of Support Being Provided			
<input type="checkbox"/> Financial		<input type="checkbox"/> Speaker Honoraria <input type="checkbox"/> Speaker Expenses <input type="checkbox"/> Meeting Expenses <input type="checkbox"/> Other (specify) _____	
Amount:			
<input type="checkbox"/> In-Kind:	Describe the equipment, supplies, or facilities being provided		
TERMS & CONDITIONS			
Appropriate Use of Commercial Support			
<ul style="list-style-type: none"> All commercial support associated with this activity will be given with the full knowledge and approval of the Office of CME. The Office of CME will make all decisions regarding the receipt & disbursement of the commercial support received. The company providing this support may not pay directly for any expenses related to the education or learners. Commercial support may not be used to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners. Commercial support can be used for honoraria or travel expenses for planners & speakers/authors and/or to defray or eliminate the cost of education for all learners. 			
Activity Administration without Commercial Bias			
<ul style="list-style-type: none"> All decisions related to the planning, faculty selection, delivery, and evaluation of the activity must be made without any influence or involvement from the company providing commercial support. Arrangements to allow the company providing support to market/exhibit 1) may not influence any decisions related to the planning or delivery or evaluation of the CME, 2) may not interfere with the CME, and 3) may not be a condition of the provision of commercial support. 			
Separation of Education and Marketing/Sales			
<ul style="list-style-type: none"> The accredited education must be free of marketing or sales of all products/services. The accredited education must be separate from any marketing by the company providing support and by any non-accredited education offered in conjunction with this activity. <ol style="list-style-type: none"> Learners must be able to easily distinguish between accredited education and other activities. Non-accredited activities must be clearly labeled/communicated as such. Marketing, exhibiting, or non-accredited education must not occur in the educational space within 30 minutes of (before or after) the accredited education. Learners must be able to engage with (access) the accredited education without having to view advertisements or promotional messages/images and must not be presented with marketing or advertisements while engaged in the accredited education. 			

- d) Educational materials (slides, abstracts, handouts, evaluation mechanisms & CME disclosure info) must not contain any marketing (logos, trade names, or product group messages) produced by or for an ineligible company.
 - e) Schedules, logistical information, and other information distributed about accredited education that does not include educational content may include marketing by or for the company providing the support.
 - The company providing this support may not provide access to or distribute the accredited education to the learners.
 - The names or contact information of the learners at this CME activity will only be shared with the company providing support if the learners have given explicit permission to do so.
- Disclosure to Learners**
- All commercial support received for this activity must be disclosed to the learners and the appropriate disclosure statement (company name and nature of support) will be provided by the Office of CME. Disclosure must not include corporate/product logos, trade names, or product group messages.

AGREEMENT

I understand that the UT College of Medicine is committed to ensuring balance, objectivity, scientific rigor, and freedom from commercial bias in all educational programs, and that the policies outlined in this letter of agreement for commercial support work toward that goal. By signing below, I attest that I have read the policies in this letter of agreement and agree to comply with them.

COMPANY PROVIDING SUPPORT:

Organization Name: _____ Tax ID Number: _____
 Contact Name: _____ Email: _____

SIGNATURE (can be typed): _____ **DATE:** _____

JOINT PROVIDER OR EDUCATIONAL PARTNER (if applicable):

Organization Name: _____ Tax ID Number: _____
 Contact Name: _____ Email: _____

SIGNATURE (can be typed): _____ **DATE:** _____

ACCREDITED CME PROVIDER:

Organization Name: **University of Tennessee College of Medicine** Email: vcarrozz@uthsc.edu
 Contact Name: Victor Carrozza, Director of CME Phone: 901.448.5128

SIGNATURE (can be typed): _____ **DATE:** _____