



Canadian **Retina** Society
Société canadienne de la **Rétine**

CO-DEVELOPED ACCREDITED SYMPOSIA GUIDE

2014 Canadian Retina Society Scientific Meeting
February 13-16, 2014
Whistler, BC

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The 2014 Canadian Retina Society (CRS) Scientific Meeting is the premier educational event for Canadian retina specialists. The 2014 meeting will bring together retina specialists from across the country to share ideas, advance knowledge and improve patient care. The CRS meeting is co-developed with the Canadian Ophthalmological Society (COS) in order to achieve scientific integrity, objectivity and balance as per the Royal College of Physicians and Surgeons of Canada's (RCPSC) accreditation guidelines.

The CRS enjoys a healthy and reciprocal relationship with industry and welcomes your support to achieve our common goal to improve patient outcomes through additional learning opportunities such as accredited symposia.

The 2014 CRS Scientific Planning Committee oversees all content-related activities within and associated with the CRS 2014 scientific program to ensure the scientific program provides attendees with the learning experiences they seek. The CRS Scientific Planning Committee includes Drs. Matthew Tennant and James Whelan, meeting co-chairs, and Dr. Phil Hooper, CRS Continuing Professional Development (CPD) Director.

All Accredited Symposia presented at the CRS 2014 Meeting are co-developed and accredited for RCPSC Section 1 credits and American Medical Association PRA 1 Credits. The content presented is reviewed to ensure it is valid, objective, balanced and clinically relevant for retina specialists.

Two Co-developed Accredited Symposia time slots are available for Gold sponsors:

Friday, February 14	9:10–10:10
Saturday, February 15	9:10 - 10:10

Co-Developed Accredited Symposia Overview

This document has been carefully drafted to allow for the fair and equal participation of all interested parties. Any deviations from these regulations, unless specifically authorized by the CRS Secretariat, will be considered a serious breach and censure from future CRS activities is likely.

Scientific Planning Committee

Each Co-developed Accredited Symposium will be developed by a Scientific Planning Committee. The Scientific Planning Committee must be comprised of:

Physician Chair

- In collaboration with CRS, Co-developed Accredited Symposium partners will choose a physician chair.

Representative of CRS

- This representative will be recruited and assigned at the early stages of program development before any planning has been completed.
- The assigned representative will participate fully (from inception to completion) in the activities of the Scientific Planning Committee.
- The assigned representative is responsible for the final review and approval of all aspects of the educational development of the program to ensure that the program is balanced, objective and free from commercial bias and meets all criteria for accreditation.

Representative(s) of the Target Audience

- The Chair will work with the CRS Representative to independently choose faculty best suited to meet the educational needs of the target audience.

- Wherever possible, the Scientific Planning Committee is encouraged to select faculty from delegates already attending the meeting, including international guest speakers.

No members of industry may participate on the Scientific Planning Committee.

The Scientific Planning Committee :

- Is responsible for the content development and educational design of the program
- Is responsible for ensuring scientific integrity of the program
- Shall follow the COS Conflict of Interest Policy.

Disclosure of Conflicts of Interest

All planning committee members and faculty must disclose any and all financial interest or 'in kind' relationships with commercial organizations *over the previous two years, not just those relevant to the subject being discussed*. Failure to disclose or false disclosure may result in removal from the activity and/or committee.

Role of the Commercial Sponsor

- Representatives of the commercial sponsor or any organization hired by the commercial sponsor:
 - Cannot serve as members of the Co-developed Accredited Symposium Scientific Planning Committee that determines the content, speakers, and educational format.
 - Can contribute their expertise to needs assessment strategies, the evaluation strategies and logistical support for the event.

Co-developed symposium partners must complete an MOC Section 1 accreditation application for each symposium and submit to COS for review. Incomplete accreditation applications may result in a delay of the approval process.

Sponsorship of a symposium does not guarantee accreditation approval. COS will only approve educational programs that meet RCPSC accreditation guidelines. All accredited symposium planners must obtain MOC Section 1 accreditation of the accredited symposium from COS. Failure to do so will result in loss of time slot and accompanying fee.

Program changes are not permitted once the program has been approved for credit.

Audits of accredited symposia may be conducted to ensure that there is no perceived or actual commercial bias.

Changes to the accreditation processes may be implemented at any time in response to the RCPSC accreditation guidelines, which are revised regularly.

Mandatory Criteria for Accreditation

#1 — *Scientific Planning Committee*

The Scientific Planning Committee must be comprised of a minimum of three physicians: a chair, a representative of CRS, and at least

one representative of the target audience. No members of industry may participate on the Scientific Planning Committee. For more details on the roles and responsibilities of the members of the Scientific Planning Committee, please see p. 4.

#2 — *Needs Assessment and Topics*

The CRS has identified two potential priority learning areas for the 2014 Co-Developed Accredited Symposia:

- Medical – Treatment of retinal vascular disease (CRVO, BRVO)
- Surgical – Treatment of complex retinal detachments, including new devices/ techniques

While Co-developed Accredited Symposia partners are encouraged to consider supporting one of the priority learning needs, symposia partners may suggest other possible educational topics.

Co-developed Accredited Symposia submissions will be reviewed for topic relevance and match with CRS learning priorities and to ensure no overlap with the scientific program and other Co-developed Accredited programs. Symposia applicants who request the same time slot and submit similar topics will be assigned, wherever possible, to one of the alternate time slots requested. Assessment of topic overlap and fine-tuning of the program will be completed by the Co-developed Accredited Symposium Scientific Planning Committee.

Accreditation Guidelines

#3 — **Learning Objectives**

Learning objectives must be based on the identified perceived and unperceived needs of the target audience.

Learning objectives are observable and measurable behaviours. Participants should demonstrate a change in knowledge, skills or attitudes upon completion of the program. Learning objectives should therefore be written in the following manner, “At the end of this program, participants will be able to <insert action verb>...” For more information on learning objectives, visit the RCPSC [website](http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation/group_learning/cpd_accreditation_toolkit/learning_objectives/creating_learning_objectives) http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation/group_learning/cpd_accreditation_toolkit/learning_objectives/creating_learning_objectives.

The learning objectives must be printed on the program brochure and all handouts.

#4 — **Interactivity**

At least 25% of the educational time for the presentation (e.g. 15 minutes per hour) should be reserved for discussion and interaction.

#5 — **Evaluation**

The event must include an evaluation of the program. The evaluation must assess whether the learning objectives were met and whether the program was free of bias. It must also provide opportunities for participants to describe what they learned and how it will impact their practice.

#6 — **Ethics and Finance**

Conflicts of interest

All faculty, speakers, moderators and members of the Scientific Planning Committee must complete and submit a Conflict of Interest (COI) form with the accreditation application. Details regarding disclosure are provided on the COI form itself and the accreditation application form. Conflicts of interest shall also be declared to the audience within the printed and online programs and as the second slide of the presentation (this slide shall be displayed for long enough for the audience to read it).

Financial support for attendees

No financial assistance may be provided to physicians or their families to attend an educational event. Such action would result in the non-approval of this application.

Honoraria

Honoraria for Co-developed Accredited Symposia must be paid through the accredited provider according to the following policy :

Policy for the Management of Honoraria for Co-developed Accredited Symposia at the 2014 CRS Meeting

Honoraria payments are not remunerations for time, but rather recognize contribution for participating in an important scientific activity. This Policy is intended to ensure uniformity in honoraria for all Faculty

who participate in the development and implementation of Co-developed Accredited Symposia at the 2104 Canadian Retina Society Meeting. Honoraria must be paid through the accredited provider (Canadian Ophthalmological Society). No additional honorarium payments may be made from any other source.

→ **Scientific Planning Committee Chairs:**

- May be paid a maximum honorarium of **\$2,000** per program to compensate for chairmanship, extensive slide preparation, educational and ethical standards review or additional documented responsibilities.
- Planning Committee Members and CRS Representatives on Planning Committees:
- May be paid for a maximum of **\$1,000** per program.
- The CRS Representative's honorarium will be paid by the accredited provider (Canadian Ophthalmological Society).

→ **Speakers:**

- May be paid a maximum of **\$1,000** per program.

→ **All members of faculty:**

- Are limited to accepting no more than one honorarium payment for work conducted during a single educational program. For example, if a committee member is also the speaker, he or she may only receive one honorarium payment.

Accreditation Statement for Co-developed Accredited Symposia

“This event is an accredited group learning activity under Section 1 as defined by the Royal College of Physicians and Surgeons of Canada for the Maintenance of Certification program. It is approved by the Canadian Ophthalmological Society for a maximum of 1.0 credits. This <name of program> was co-developed with the Canadian Ophthalmological Society and <name of co-developing organization> was planned to ensure the evidence presented is valid, objective and balanced.

Through an agreement between the American Medical Association and the Royal College of Physicians and Surgeons of Canada, the Canadian Ophthalmological Society designated this live educational activity for a maximum of 1.0 AMA PRA Category 1 credits.

Accreditation Guidelines

Planning and Logistics

Confirmation

Co-developed Accredited Symposia applicants will be notified in writing of acceptance of program with confirmation of assigned date and time by November 30, 2013.

Time Slot

Priority of time slot allocation is based on the date the application and payment were received. Co-developed Accredited Symposia partners must adhere to the awarded time slot, which includes all presentation time and time for any other informal activities.

Meeting Space

All Co-developed Accredited Symposia must take place in a meeting venue officially designated by the CRS 2014 Secretariat. Meeting space is provided at no additional charge, as part of the Co-developed Accredited Symposia agreement.

Audio-visual Equipment and Presentation Management

The CRS Secretariat will provide standard audio-visual equipment with the official meeting supplier as per the usual conference requirements. Requests for additional equipment or presentation management services must be submitted by the Scientific Planning Committee for approval by CRS. Sponsors will be billed for any additional approved equipment and/or services. Outside suppliers of equipment or services are not permitted.

Promotion

Co-developed Accredited Symposia will be included in the scientific program. Co-developed Accredited Symposia will be promoted as part of the scientific program on the meeting website, in mailings, e-blasts, and other media as appropriate. Sponsors will be acknowledged as co-developed partners, recognizing the sponsor's contribution of an educational grant.

Sponsors may also promote the program with approval from CRS. Complementary room deliveries are available to Gold level sponsors (production costs and hotel delivery fees apply).

Course Descriptions

Co-developed Accredited Symposia course descriptions must identify the target audience and include learning objectives. Course descriptions will be included in meeting collaterals where appropriate (e.g. website, program). Course descriptions will identify the Co-developed Accredited Symposia sponsor as the co-developer and recognize the sponsor's contribution of an educational grant. Course descriptions must be submitted by the Symposium Scientific Planning Committee Chair by the specified date.

Program Materials

Program materials must be approved by the CRS Scientific Planning Committee. Product information is not permitted. Production costs for program materials will be billed to the sponsor.

Product Branding

Product branding on teaching aids is prohibited for all Co-developed Accredited Symposia. Teaching aids include the following: presentations, presentation handouts, invitations and other program materials. Branding includes the use of graphics, colours and shapes that are so recognizable that no text is necessary to identify a specific commercial product or brand. For example: if one sees red and white in a specific combination on cans of a certain size, one recognizes it as a soup can from a particular company.

Evaluation

The CRS Secretariat will include Co-developed Accredited Symposia in its online CPD evaluation. A summary of results will be given to the Symposium Scientific Planning Committee and the co-developed partner.

Attendance

In accordance with RCPSC accreditation standards, following the symposium, the Symposium partners must submit to CRS a participant attendance list.

Use of CRS Logo, Conference Logo and/or COS Logo

A co-developed partner may use the CRS conference logo on any Co-developed Accredited Symposia materials once approval has been received. Co-developed partners may use the CRS logo with the phrase “Canadian Retina Society Sponsor” until June 30, 2014. All other requests for logo use must be approved by the CRS and/or COS, as required.

Signage

Accredited symposia will be provided with event signage as appropriate for the venue. Signage will be coordinated by the CRS Secretariat, in keeping with style and format used throughout the conference. Additional signage is not permitted.

Food and Beverage

The CRS Secretariat will organize a standard health break as appropriate to the timing of the symposium. Expenses will be billed to the co-developed partner. Requests for additional food and beverage must be approved by CRS. Outside suppliers of food and beverage are not permitted.

Promotional Items

The distribution of any product samples, promotional give-aways or gifts is not permitted during a Co-developed Accredited Symposium.

Participants

Co-developed Accredited Symposia partners may have a maximum of 4 representatives attend the symposia.

Regulations

Intellectual Property

All Co-developed Accredited Symposia are the intellectual property of the CRS. As such, Co-developed Accredited Symposia cannot be filmed or recorded without consultation with and permission from the CRS Secretariat.

Publication Rights

CRS has the right of first refusal to public proceedings of Co-developed Accredited Symposia in the *Canadian Journal of Ophthalmology*.

Amendments

The CRS Secretariat shall have full power to interpret and/or amend these guidelines and policies in the best interest of the 2014 CRS meeting. In any dispute with the Co-developed Accredited Symposia partners or in any situation not covered by these guidelines or policies, the decisions made by the CRS Secretariat will be final. Co-developed Accredited Symposia partners also agree to abide by additional guidelines and policies contained in subsequent correspondence.

Fees

\$25,000 plus applicable taxes and additional fees.

→ The \$25,000 fee includes: co-development fee, room rental and standard AV equipment.

Additional fees include:

- **Accreditation fee:** \$5,000.00
- **Faculty honoraria:** The CRS Secretariat shall administer honoraria directly. The Co-developed Accredited Symposia sponsor will be invoiced separately for honoraria. Please see the Policy for the Management of Honoraria for Co-developed Accredited Symposia at the 2014 CRS Meeting on p. 6.
- **Travel expenses** if required
- **Presentation management fees** above standard AV
- **Food and beverage** in consultation with the COS
- **Other fees for program materials and additional expenses may apply.**

Fees are non-refundable once your application has been accepted.

Application and Payment

Completed application forms and payment must be received before midnight PST on October 15, 2013. Incomplete application forms will not be accepted. You may indicate your preferred time slot and topic on the application form.

Fees are payable to the Canadian Ophthalmological Society:

Accredited Symposia Application, CRS
Canadian Ophthalmological Society

610-1525 Carling Avenue
Ottawa, ON K1Z 8R9
Fax: 613.729.7209
Email: cos@cos-sco.ca

Cancellation Policy

All Co-developed Accredited Symposia fees are non-refundable once a CRS 2014 representative has been assigned to the Co-developed Accredited Symposium.

- 1 Submit Co-developed Accredited Symposia Application and Payment by Tuesday, October 15, 2013.
- 2 Receive confirmation from the Canadian Retina Society. Co-developed Accredited Symposia applicants will be notified in writing, of acceptance of program with confirmation of assigned date and time slot by November 30, 2013.
- 3 Receive Assignment of CRS 2014 Representative to the Planning Committee.

- 4 Develop Accredited Symposia Educational Program.
- 5 Submit Section 1 Accreditation Application Form and \$5,000 (taxes not included) for the accreditation review. Incomplete Accreditation Application forms may result in a delay of the approval process.
- 6 Approve Final Program content
- 7 Submit attendance lists and evaluation summaries to COS Manager of Continuing Professional Development.

Checklist of Steps for Development of a Co-developed Accredited Symposium

- 1 Receive notification of room assignment
- 2 Finalize symposia logistics
 - Meeting room set-up (i.e. theatre, classroom, rounds), head table, lecterns
 - Staging requirements
 - Technical rehearsal date and time (if required)
 - Food and beverage (if required)
 - Audio-visual requirements
- 3 Develop invitations and signage

Checklist of Steps for Planning and Logistics of a Co-developed Accredited Symposium

Contact Information

Canadian Retina Society Secretariat

c/o Canadian
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610-1525 Carling Avenue
Ottawa, ON K1Z 8R9
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Co-developed Accredited Symposia

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CRS Meeting Logistics

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