

2016 CST-CNTRP-SQT Joint Scientific Meeting: Speaker Guidelines & Disclosure

For Accreditation Requirements, speakers are required to comply with the following guidelines:

1. Generic Names should be used rather than trade names on all presentations and written materials.
2. Faculty must declare any off-label use of medications discussed in presentations as part of the conflict of interest process.
3. No drug or product advertisements may appear on any written materials.
4. Presenters must disclose any financial affiliations to the audience PRIOR to their presentation.
5. A minimum of three (3) learning objectives must be defined and state what a learner will know or be able to do after attending your presentation.
6. Within your presentation allocation time, at the end of your presentation, please allow an opportunity with interaction with audience e.g. Questions & Answers.

Presentation Format:

- Powerpoint format (.ppt or .pptx)
- Must include disclosure slide at the beginning of your presentation
- Please have loaded on a memory stick to transfer to the A/V equipment
- Filename prefix with: DateOfPresentationYYYY_MMDD_FirstnameInitial+Lastname_{any text after}
 - e.g. Presentation date of October 13, 2016, speaker name: Jane Doe
2016_1013_JDoe_PresentationTitle.pptx

Speaker Checklist – Items to provide by email to admin@cst-transplant.ca BY AUGUST 31, 2016

- Confirm your Presentation Title
- Define three (3) learning objectives for each presentation
- Provide a short written Bio (max. 250 words)
- Provide your Affiliation to appear in the program
- Complete and forward the Disclosure Form
- Inform us if your presentation contains an audio or video clip, so proper a/v is booked
- Book your own Travel and Accommodations (If applicable)

Speaker Information On-site

- Check-in at the Meeting Registration Desk to obtain a badge and any other meeting related items.
- You may provide us with your presentation at anytime throughout the meeting and no later than 30 minutes prior to your scheduled presentation time. Please bring your presentation on a memory stick to the A/V representative in the meeting room location of your presentation.

Speaker Information Post-meeting

- GST Rebate for Non-Canadians
 - As a non-Canadian resident, you are entitled to claim a reimbursement of the Goods and Services Taxes paid on your purchases. More information about submitting a claim is available at: General Application for Rebate of GST/HST [[Guide](#)] [[Form](#)]
- Expense Claim information
 - Your Speaker invitation provided details of your reimbursement entitlement.
 - Expense Forms will be emailed to applicable individuals. Retain your original receipts.