

Canadian Neurological Sciences Federation (CNSF)
Co-developed Symposium @ the Annual Congress
Timelines, Deadlines and FAQ for Industry



CANADIAN
NEUROLOGICAL
SCIENCES
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DES SCIENCES
NEUROLOGIQUES
DU CANADA



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CNSF Contact Information

For information on continuing professional development and MOC Applications contact:
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For information on CJNS/ Congress advertising, logistics (rooms, av, etc), recording of symposia session, contact:
Brett Windle – Corporate Development Coordinator
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CNSF Co-Developed Symposia Goals

The goal of the CNSF when creating Co-Developed Symposia is to provide Congress delegates with access to relevant information on patient care, within a transparent environment, so physicians are aware of the potential for bias.

To accomplish this goal CNSF Co-Developed Symposia will:

- Acknowledge Co-developed partners.
- Provide physicians/ surgeons with access to a relevant learning activity to assist them with enhancing the care of patients with neurological conditions.
- Create a current, evidence-based, learning activity to maintain, develop or increase knowledge, skills, competency of physicians/ surgeons on the advances of a disease within a specialty/ subspecialty.
- Organize scientific and logistical planning for the symposium which is conducted in a professional and ethical manner based on shared health values and mutual respect.
- Create a balanced and unbiased representation of the benefits, risks, appropriateness of ***all*** related products related to patient care.
- Provide variety in co-developed learning activities by inviting 2 or more speakers in addition to any moderator you may have.
- Ensure the learning activity includes, but is not limited to, the following principles of adult learning:
 - *Target Audience* is comprised of neurologists and/or neurosurgeons, and this audience is represented within the planning committee.
 - A *Needs Assessment* is conducted or available, representing the learning needs of the target audience.
 - *Learning Objectives* are provided, from the perspective of the target audience.
 - *Integrates* didactic and interactive learning strategies.
 - *At least 25% interaction* between the audience and speakers is incorporated within the learning activity.
 - A final course evaluation is provided evaluating, at a minimum, if:
 - Learning Objectives were met.
 - Content was perceived as balanced and free from conflict of interest.
 - There was time to reflect on learning provided.
 - There was sufficient time for interaction provided.

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What CNSF Delegates want from Congress Learning Activities

Access to relevant learning activities.

- Create a current, evidence-based, learning activity to maintain, develop or increase knowledge, skills, competency of physicians/ surgeons on the advances of a disease within a specialty/ subspecialty.
- Course Chairs are asked to use a minimum of 2 speakers, in addition to the moderator.

Course Notes

- Delegates expect Course Notes to be included within the electronic Notes package provided before the Congress.
- Delegates have expressed non-inclusion of materials detracts significantly from their learning experience.

Interaction between delegates and presenters.

- Course design should include a combination of didactic and interactive learning strategies. Suggested interactive formats include, but are not limited to:
 - Pre and post case discussion representing the learning objectives. E.G. Case Study Review.
 - Meet the Professor – Clinical/ Case Based Session Discussions
 - Q & A with a Panel of Lecturers
- Interaction should be a minimum of 25% of course time.

No perception of bias or self-promotion of a product, company or individual.

- CNSF will acknowledge sponsors and partners within a transparent environment so that physicians are aware of the potential for bias.
- Speakers, Chairs, Moderators verbally disclose and use a disclosure statement on 3rd slide for transparency.
- Planning Committee creates a balanced and unbiased representation of the benefits, risks, appropriateness of all related products related to patient care.

Pre and Post Review of Learning Objectives.

- Strategies to evaluate whether or not session learning objectives were met may be viewed within the CNSF Auditor Evaluation.

Effective Use of PowerPoint Slides.

Presenters need to be Aware of Time Allotted to Speaking at Course.

- Delegates report that rushed presentations, due to poor planning, take away from their learning experience.

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2011 Royal College of Physicians and Surgeons NEW MOC Framework

Accredited Group Learning includes conferences, rounds, journal clubs, or small group activities that *adhere to educational and ethical accreditation* as defined by the Royal College. Accredited group learning activities can occur face to face or web-based (online). To qualify for Section 1 MOC Credits:

- Needs to be developed or co-developed by a physician organization.
- The planning committee must be reflective of the target audience.
- Learning activities are created based on needs as identified on CPD surveys of the target audience.
- Integrate didactic and interactive learning strategies.
- 25% interactive learning
- Planning process is to be in the control of the profession to ensure no undue influence of commercial interests and to ensure that content meets the highest standards of academic integrity and balance.
- Learning objectives are provided from the learners perspective.
- Content presented was evidence-informed and met the highest standards of academic integrity.
- Evaluation of:
 - Were Learning Objectives met?
 - Was content perceived as balanced and free from conflict of interest?
 - Was time to reflect on learning provided?
 - Was sufficient time for interaction provided?

For additional information on the changes to the Royal College MOC Framework, please refer to <http://www.cnsfederation.org/CPD.html> (Click on the tab Changes to Royal College MOC Framework).

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Roles and Responsibilities

Planning Committee

Planning Committee member may include

- **Chair**, must be a member in good standing of the CNSF (CNS or CNSS representative)
- **CNSF PDC Representative**, not an official member of the planning committee. Contact will be Lisa Bicek, CNSF Manager of Professional Development and Special Projects.
- **Target Audience**, represented on the planning committee

Industry Representative, Communications Representative may NOT sit on the planning committee

The CNS or CNSS, via the planning committee, is responsible for:

- Setting budget
- Selecting faculty.
- Ensuring appropriate learning objectives are expressed.
- Informing faculty of their obligations to develop presentations which are balanced and evidence informed.
- Collecting disclosure forms from ALL faculty and planning committee members to disclose ALL financial relationships over the previous 2 years.
- Ensure unapproved use of products and services are declared by faculty presenters.
- Where appropriate, conduct content reviews of presentations where the likelihood of commercial bias is assessed to be high.

The Accredited Provider (CNS/CNSS)

- Must be represented on the planning committee and participate in the assessment of needs, activity design, implementation and evaluation, from the beginning of the process.
- An accountable representative of CNSF must be on the planning committee from start of planning process. This person, assigned by the CNSF Professional Development Committee, is referred to as the *CNSF PDC Representative*.
 - Participates in co-developed planning committee, as a MOC resource, from inception to completion to ensure that information required in MOC Application is completed correctly.
 - Upon the Accreditation Application being approved, ensure that all information indicated within the Accreditation Application is adhered to.

Secretariat Office

- Coordinates Faculty and Chair honoraria.
- Acknowledges financial support provided by companies within the conference materials.

Non-Physician Organization

- Determines and invites planning committee chair.
- Provides reasonable Faculty and Chair travel expenses.
- Provides the Secretariat office with flow through cheque¹ (and accompanying disbursement documentation) for all Faculty and Chair honoraria payments.
- Coordinates in the logistical planning (e.g. venue, audio-visual, catering) of the activity.

¹ CNSF will pay honorarium cheques, to individuals, in Canadian dollars only.

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Helpful Hints for Conference Organizers of Co-developed Symposia

- **Disclosure Forms and Statements**
 - Submit Disclosure Forms to the CNSF.
 - Include a disclosure statement on Slide 3 of presentation.
- **Free of Bias, Conflict of Interest and Self-Promotion**
 - Scientific content is to be perceived as balanced and free from conflict of interest, with no self-promotion of an individual, product or organization.
- **Budget**
 - Within the MOC application, please provide a budget detailing, at a minimum, Speakers (Honorarium, Travel, Handouts), Logistics (Catering, Venue, Audio-Visual, Other) Advertising (Design, Printing, Mail, Other) Other .
- **Honoraria for Chairs, Speakers, Moderators**
 - The CNSF is to pay Chair, Speaker and Moderator Honoraria directly. Typical honoraria is \$2,000.
 - In order for the CNSF to pay Chair and Speaker honoraria directly, Industry is to provide the CNSF with a cheque prior to the 2nd Friday in May, 20XX, with a document which includes how much is to be paid to who, and accompanying mailing addresses.
 - Every effort will be made to have cheques onsite on the day of the Co-Developed Symposium. If cheques are received after the 2nd Friday in May, the CNSF will mail cheques directly to Chairs and Speakers.
 - Industry is to pay travel expenses directly of Chair, Speakers and Moderators, as outlined within the submitted MOC Application budget.
- **Sign-in Sheets** (co-developed symposia) are to include only 3 columns:
 - First Name, Last Name, Organization
- **Evaluations**
 - Industry is to create evaluation forms, with minimal questions provided by CNSF.
 - Industry is to provide an Evaluation Summary to the CNSF by the 2nd Friday of July.
 - Industry is to keep individual evaluations for their records.
- **Certificates of Participation**
 - The CNSF does not print individual Certificates of Participation.
 - Co-developed symposia are included on the CNSF Annual Congress Certificate of Participation and are disseminated in July 20XX.
- **Materials for Approval**
 - Industry must provide a sample of all materials in final form to the CNSF Secretariat for Final Approval. Materials for approval are detailed on the last page of the MOC Application.
- **Power Point Presentations**
 - Industry is encouraged to provide PowerPoint Presentations onsite as either: (1) hard copy handouts, (2) on a CD or USB drive.

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- **Video/ Audio Recording of Symposium**
If Industry is interested in recording a Co-developed session, for their own use and for inclusion within the CNSF medlearn.ca website, under *more e-CDP*, agreements must be in place prior December 1st as logistical, faculty and participant considerations must be taken into account during the planning stage. Contact Brett Windle, Corporate Development Coordinator for additional information.
- **Logistical Considerations**
 - Industry is asked to work directly with CNSF Service Providers to ensure that the following logistical activities are in line with the Annual Congress processes. Additional costs may be associated with these services. These services are to be negotiated directly with the CNSF Service Providers: Venue, AV, Conference Management, Shipping.
 - Contact information for CNSF Service Providers will be provided by the CNSF Corporate Development coordinator, upon Co-developed Symposium agreement (part of the Sponsorship Agreement) being signed before December 1, 20XX.

Advertising

The CNSF trusts that the marketing department or agency of Industry will use their best judgement and experience to create non-biased advertisements which will not be perceived as influencing the prescribing practices of physicians, while still encouraging delegates to attend the Co-Developed Symposium.

Learning Objectives and Agenda

- Learning Objectives and Agenda must be included as part of the advertising.

Chair, Moderators, Speakers

- Chair, Moderators, and Speakers must be identified within the advertising

Accreditation Statement

- Can only be used once the MOC Application is approved by the CNS/ CNSS Accreditor.

Acceptable Verbiage and Logo– Prior to Accreditation

- Typically placed as a footer.
- This event is co-developed by Canadian Neurological Society [or Canadian Neurosurgical Society] and [insert company name here].
- With CNS/ CNSS logo on left and industry logo on right or with CNS/ CNSS logo on top of the industry logo

Acceptable Verbiage and Logo – After Accreditation Approval

- Typically placed as a footer.
- The Accreditation Statement will be provided by CNSF in an official letter after approval granted for Section 1 MOC credit.
- With CNS/ CNSS logo on left and industry logo on right or with CNS/ CNSS logo on top of the industry logo
- Accreditation Statement. Typically located in centre of two logos if left/ right logo placement.

Unacceptable Verbiage - Unrestricted education grant

Recording of Co-developed Symposium

Upon the CNSF agreeing to the recording of a Co-developed Symposium, all advertising must inform participants that recording will occur. Verbiage to be provided by CNSF as per agreement signed prior to December 1, 20XX.

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If advertising is not available at the time of MOC Application, please include the following information which is to be included in advertising, as part of your MOC Application:

1. **General Information** Name of Co-Developed, Date and time of even, Names of Chair, Speakers.
2. **Learning Objectives and Agenda.**
3. **Target Audience** Neurologist – Adult, Neurologist – Child, Neurosurgeon, Neurophysiologist, Resident, Other (please specify).
4. **Learning Formats Utilized** Case studies, Group/ peer exchange/ user groups, Q & A, Workshop / Hands-on demonstration, Discussion, Forum/panels, Lecture/plenary method, Role playing, Other (please specify).
5. **Learner Level** Basic (resident/ new information), Intermediate (practicing clinicians), Advanced.

Co-developed Symposium Important Deadlines

Spring - Fall 20XX	Corporate Development Coordinator and Industry negotiate agreement for Co-Developed Events
November 20XX	<p>Industry begins selection process of a Symposium Chair (also referred to as Planning Committee Chair)</p> <ul style="list-style-type: none"> • Symposium Chair must be a CNS or CNSS member in good standing. <ul style="list-style-type: none"> ○ Non-members are not permitted to sit as a Symposium Chair of CNSF Co-Developed events. ○ To assist the process, upon request of Industry, the Professional Development Coordinator will check the Membership database prior to Industry contacting a potential Symposium Chair. • Symposium Chair is responsible for: <ul style="list-style-type: none"> ○ Completing and signing the MOC Application. ○ Selecting the Planning Committee. <p>IMPORTANT NOTE: Industry Representatives can not be part of Planning Committee. Industry's role is limited to logistical planning. CNSF PDC Representative sits on Planning Committee as an observer, not an active member of the planning process. See page 2 for additional information on role of the CNSF PDC Representative.</p>
November 20XX	<p>CNSF to contact Industry representative (or designate) by email to provide:</p> <ul style="list-style-type: none"> • Co-Developed Symposium Checklist to be completed upon the Symposium Chair accepting position.
December 1, 20XX	<p>INDUSTRY ADVERTISING DEADLINE</p> <ul style="list-style-type: none"> • Journal Advertising
December 1, 20XX	<p>Video & Audio Recording of Co-Developed Sessions</p> <ul style="list-style-type: none"> • If Industry is interested in recording a Co-developed session, for their own use and for inclusion within the CNSF medlearn.ca website, under <i>more e-CDP</i>, agreements must be in place prior December 1st as logistical, faculty and participant considerations must be taken into account during the planning stage. • Please contact Brett Windle, Corporate Development Coordinator for additional information.

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December 1, 20XX	INDUSTRY SYMPOSIUM DEADLINE <ul style="list-style-type: none"> Co-Developed Symposium Checklist to be submitted to CNSF Manager, Professional Development and Special Projects
Upon Receipt of Co-Development Checklist	<p>CNSF to:</p> <ul style="list-style-type: none"> Assign a CNSF PDC Representative to sit on the planning committee. <ul style="list-style-type: none"> CNSF PDC Representative is a volunteer position of the CNSF Professional Development Committee. Sitting on the Symposium planning committee ensures that the standards and guidelines of the RCPSC are upheld during the planning process. The PDC Representative is not an active participant of the planning committee, but rather sits as an observer and resource for MOC standards. PDC Representative can not sit as Chair, Speaker, Moderator of the Co-developed symposium for which he/ she is representing the CNSF. Begin the process of recruiting an Accreditor. Forward the Symposium Chair and PDC Representative information including, not limited to: <ul style="list-style-type: none"> MOC Application Form, Online links to changes to MOC application process, resources for Chairs and Speakers, CPD toolkit. Past CNSF Membership Needs Assessments. Samples of evaluation forms used by CNSF.
February 1, 20XX	INDUSTRY ADVERTISING DEADLINE <ul style="list-style-type: none"> Journal Advertising
March 1st 20XX	<p>INDUSTRY SYMPOSIUM DEADLINE</p> <p>Last day to submit MOC (Co-developed) Application to CNSF. Please ensure inclusion of:</p> <ul style="list-style-type: none"> MOC Application Detailed Agenda (also called Activity Schedule) Detailed Budget Evaluation Tool Disclosure Forms from Planning Committee, Moderator, Speakers Disclosure Statements (draft acceptable) Draft of Advertising and other Printed Materials <p><i>If drafts not available include following statement "Drafts of Advertising and other printed materials not available at time of MOC Application deadline. It is understood that all advertising and printed Materials must be approved by the CNSF, prior to dissemination."</i></p> <ul style="list-style-type: none"> Electronic MOC Applications sent to CNSF should include Symposium Chair, CNSF PDC Representative, CHE Coordinator Once a MOC Application is submitted, only the programs included in the application may be included within the Final Program. Addendums to the Final Program will not be allowed. <p>IMPORTANT NOTE TO INDUSTRY: Once an Application is received up to 6 weeks is required for processing.</p>

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April 1, 20XX	INDUSTRY ADVERTISING DEADLINE <ul style="list-style-type: none"> Journal Advertising and Abstract Book
2nd Friday in April	CNSF Submits its MOC Application IMPORTANT NOTE TO INDUSTRY: Co-developed Learning Objectives must be included in submission. Please ensure that your MOC Applications are submitted by March 1, 20XX to ensure learning objectives are part of the overall CNSF MOC Application.
May 1, 20XX	INDUSTRY ADVERTISING DEADLINE <ul style="list-style-type: none"> Journal Advertising Final Program
May 1, 20XX	INDUSTRY SYMPOSIUM DEADLINE Material Samples Industry must provide a sample of all materials in final form to the PDC Representative and Professional Development Coordinator for Final Approval. For detailed information see page 7.
May 1, 20XX	INDUSTRY ADVERTISING DEADLINE <ul style="list-style-type: none"> CNSF Invitation Deadline for CNSF mailout to Membership Please include a pdf of the invitation for inclusion on the CNSF website. <p>IMPORTANT NOTE TO INDUSTRY: Industry to provide the CNSF c/o the Corporate Development Coordinator invitations for distribution to CNSF membership.</p>
2nd Friday in May	INDUSTRY SYMPOSIUM DEADLINE <ul style="list-style-type: none"> To ensure faculty are paid Industry to provide cheques for honoraria to the CNSF no later than the 2nd Friday in May.
June 1, 20XX	INDUSTRY ADVERTISING DEADLINE <ul style="list-style-type: none"> Journal Advertising
June ##-##, 20XX	CNSF Annual Congress
2nd Friday of July	INDUSTRY SYMPOSIUM DEADLINE Industry to provide a Summary Report on the Co-Developed Symposium to the Professional Development Coordinator
August 1, 20XX	INDUSTRY ADVERTISING DEADLINE <ul style="list-style-type: none"> Journal Advertising
Fall 20XY	CNSF to provide Industry with feedback received on the Symposium through Congress Evaluations.