



Canadian Dermatology Association
Association canadienne de dermatologie

Rules for Industry Sponsored Symposia Sanctioned by CDA

CDA Annual Conferences

The Rules for Industry Sponsored Symposia Sanctioned by CDA comply with the CMA Policy on Physicians and the Pharmaceutical Industry (Update 2001) which has been adopted by the Royal College of Physicians and Surgeons of Canada.

Dermatologists
Your **SKINexperts**

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Preface

The Canadian Dermatology Association (CDA) enjoys a healthy and reciprocal relationship with industry. These rules for industry sponsored symposia sanctioned by CDA are intended to:

- ▶ document and communicate CDA's expectations concerning an industry sponsored symposium
- ▶ protect all interested parties (CDA, CDA members and industry)
- ▶ ensure optimal value to both the CDA membership and industry
- ▶ clearly define criteria that must be satisfied in order for an industry sponsored symposium to be sanctioned by CDA

Symposia

Webster's dictionary defines symposium as "1) a formal meeting at which several speakers deliver short addresses on a topic or on related topics; 2) a collection of opinions on a subject".

Symposia that are sanctioned by CDA and conducted during the CDA annual conference will be subject to the conditions set out on the following pages.

Compliance

CDA has carefully drafted this document to allow for the fair and equal participation of all interested parties. Any deviation from these rules, unless specifically authorized by the president, will be considered a serious breach, and censure from any further CDA activities is likely.

General Conditions

- 1 The number of symposia are limited. The selection criteria will be based on scientific merit and availability. In the instances of equal scientific merit, preference will be given to those sponsors who have demonstrated a strong commitment to CDA. Platinum sponsors will have the first option to host industry sponsored symposia. Multi-company sponsored accredited education symposia tailored to CDA membership needs will be considered. The cost of a symposium will be \$25,000 in addition to the primary contribution. If two or more companies share a symposium all participating companies must be Platinum sponsors.

- 2 Applications to conduct a CDA sanctioned symposium will be accepted only when submitted on the appropriate CDA application form. Applications are to be faxed, mailed, or delivered to the CDA conference secretariat by close of business, January 13, 2006.

- 3 Applications to conduct a symposium will be discussed by the CDA board and will be awarded by CDA based on merit. Consideration will be given to the timeliness of the topics, relevance to CDA and educational value to CDA members. CDA will announce successful symposia by January 31, 2006.

A sanctioned symposium will not be considered confirmed until a letter of intent and a deposit of 25% is received by the CDA conference secretariat. To secure a symposium time slot, the deposit must be paid in Canadian dollars in the form of a cashier's cheque or bank draft made payable to the Canadian Dermatology Association. Payment is due upon notification of acceptance (i.e. January 31, 2006). All payments are non-refundable.

- 4 Time slots for successful symposia will be awarded by the chair of the scientific committee, in consultation with the chair of the local annual conference planning committee and the CDA director of industry relations.

- 5 All symposia participants must be registered at the CDA annual conference. Registration fees for industry sponsored guest speakers will be waived by CDA if they participate in no other element of the annual conference save for their specific symposium. CDA reserves the right, in exceptional circumstances, to permit participation of non-registrants.

- 6 All symposia must be open to all registered participants of the CDA annual conference including sponsored industry delegates but excluding technical registrants as defined in the *CDA Sponsorship Guidelines*.

- 7 CDA conference registrants (other than guest speakers and chairs - see terms) cannot be brought to the meeting (transportation, hotel, registration) by a sponsoring company to attend a symposium.

- 8 Available opportunities and applications for CDA sanctioned symposia will be available to all companies by December 8, 2005.
- 9 During allotted symposia times there will be no other business meetings, scheduled educational or social events.
- 10 The primary objective of permitting symposia is to provide extra opportunities for further quality CME to Canadian dermatologists. The CDA annual conference provides the major venue for such interactive opportunities.

The CDA education committee is available should industry wish to pursue having a symposium accredited under the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada. The CDA education committee can be contacted through the conference secretariat.

In order to maximize the scope for industry to present new treatments, updates and new procedures to its primary target audience, CDA has put in place the following principles for various types of symposia.

New Treatment symposia

It is the intent of the new treatment symposia to inform the participants of new or emerging products, drugs or indications.

These symposia are continuing education in nature and are preferably related to the clinical management of disease.

Sponsorship of these symposia can be shared among more than one sponsoring company.

Therapeutic / Procedural symposia

It is the intent of the therapeutic/procedural symposia to offer updates and/or demonstrations on surgical procedures and other interventions.

These symposia are continuing education in nature and are preferably related to the clinical management of disease.

Sponsorship of these symposia can be shared among more than one sponsoring company.

Relationship symposia

It is the intent of the relationship symposia to involve interaction of clinicians with patients, patient advocacy groups, government, hospital administrators and/or physicians other than dermatologists.

- 11 Any material printed by CDA (programs etc.) referring to the industry sponsored symposia will clearly identify a symposium by one of the three above categories and will contain a standard endorsement disclaimer written by CDA.
- 12 Industry must adhere to the rules set forth by CDA pertaining to each symposium type. A copy of the guidelines must be made available to each speaker by the symposium sponsor, thus avoiding confusion as to the goals of a symposium.

In order to maintain vigilant monitoring of symposia and enforcement of regulations, a member of the conference scientific committee and two other CDA members, chosen by the chair of the scientific committee, will monitor the symposia to ensure the guidelines are being followed. If the CDA monitoring group determines that the guidelines are not being followed or have been significantly breached, a symposium will be cancelled immediately and fees paid by the sponsoring company will not be reimbursed.

- 13 A CDA sanctioned symposium sponsor is entitled to have additional representatives (in addition to their technical registrants) in attendance at their symposium. These additional representatives will not be entitled to attend the scientific sessions, other symposia or participate in the social events unless they are registered for the annual conference and have paid the fee as indicated in the Sponsorship Guidelines. A list of additional sponsor representatives and technical registrants attending the symposium must be forwarded to the CDA conference secretariat prior to the event.

Rules for New Treatment symposia:

- ▶ Although the symposium is sanctioned by CDA, CDA must not be seen to endorse one treatment or product over another. CDA will print a disclaimer accordingly and announce such at the symposium.
- ▶ There must be a reasonable expectation of the new product emerging in the Canadian marketplace within 12-36 months of the symposium.
- ▶ Product specific information or clinical trial results must not be presented exclusively by employees of the company involved with the sales and marketing of the product or its development.
- ▶ The participants must have a reasonable opportunity to ask questions and be responded to at the symposium.
- ▶ Product sampling is not permitted. Special Access Program information (“how to” and documentation) will be permitted.
- ▶ A CDA member who will serve as a scientific program consultant will be appointed by the CDA education committee. The consultant must be involved with the design and content of the symposium. The consultant of the symposium will not be a chair or speaker at that symposium. A document outlining the focus and content of the symposium must be submitted to the scientific program chair for approval by April 14, 2006. This submission should include an abstract or summary, learning objectives, names of speakers and their topics, and a method of evaluation.

- ▶ The scientific program chair or CDA appointed delegate must approve final content by the last week of April. Any changes to the submitted program must be approved by the chair of the scientific committee.
- ▶ Should the sponsoring company wish to record the symposium, any use of the material in whole or in part will not be permitted without the expressed written permission of CDA.

Rules for Therapeutic / Procedural symposia

- ▶ Demonstrations may be live, recorded or via satellite feed.
- ▶ CDA will assume no patient or vendor liability. CDA will be indemnified and held harmless.
- ▶ A CDA member who will serve as a scientific program consultant will be appointed by the CDA education committee. The consultant must be involved with the design and content of the symposium. The consultant of the symposium will not be a chair or speaker at that symposium. A document outlining the focus and content of the symposium must be submitted to the scientific program chair for approval by April 14, 2006. This submission should include an abstract or summary, learning objectives, names of speakers and their topics, and a method of evaluation.
- ▶ The scientific program chair or CDA appointed delegate must approve final content by the last week of April. Any changes to the submitted program must be approved by the chair of the scientific committee.
- ▶ Should the sponsoring company wish to record the symposium, any use of the material in whole or in part will not be permitted without the expressed written permission of CDA.

Rules for Relationship symposia

- ▶ Symposia of this type are very delicate in nature and must be constructed with CDA participation and authorized approval throughout the entire development of the symposium. Symposia of this type must be constructed in a stage and gate fashion (built in stages with approvals throughout) and will not proceed without final CDA approval any later than April 14, 2006. Each unique symposium will be dealt with on an individual basis.
- ▶ A CDA member who will serve as a scientific program consultant will be appointed by the CDA education committee. The consultant must be involved with the design and content of the symposium. The consultant of the symposium will not be a chair or speaker at that symposium. A document outlining the focus and content of the symposium must be submitted to the scientific program chair for approval by April 14, 2006. This submission should include an abstract or summary, learning objectives, names of speakers and their topics, and a method of evaluation.
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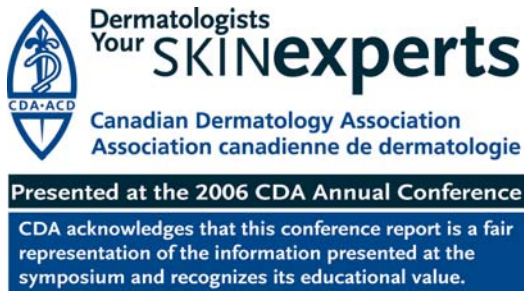
- ▶ Should the sponsoring company wish to record the symposium, any use of the material in whole or in part will not be permitted without the expressed written permission of CDA.
- ▶ CDA has the right of first refusal to publish proceedings of symposia in its Journal.

Recognition

The symposium title with name and logo of the sponsoring company will be included in all future conference announcements. Symposia will be listed separately from the regular conference program. With approval of the chair of the local annual conference planning committee, a sponsor may use the CDA conference logo on its own printed material. The right to use the CDA logo will only be given to companies who sponsor a symposium. All printed materials pertaining to the symposium must be sent to the CDA conference secretariat and the CDA scientific program consultant for approval. Similarly, full details surrounding the proposed use of the conference logo must be sent in writing to the CDA conference secretariat before permission to use the logo will be confirmed.

The symposium sponsor may distribute proceedings, minutes and, particularly, education materials to all CDA conference registrants, provided that the material has been approved by the CDA scientific committee.

In addition, upon special request to CDA, documentation arising out of the symposium may use the CDA logo and slogan. Before permission is granted, the complete final text must be reviewed and approved by the scientific consultant that was appointed by the local scientific committee to the symposium.



Terms

CDA will provide an appropriate meeting room, basic audio-visual set (dual screen projection, overhead, podium microphone, lapel microphone and floor microphones), conventional staging and room locator signage. Requests for additional audio-visual equipment, including simultaneous interpretation, must be coordinated via the conference secretariat and will be charged accordingly to the sponsoring company. No outside supplier of audio-visual equipment will be allowed. All additional audio-visual equipment must be confirmed by the second week in May.

The sponsor is welcome to offer guest speakers or chairs an honorarium for their contribution. The speakers or chair will be responsible for all of their own expenses for the symposium including the cost of travel, accommodation and conference registration fees. The fact that an honorarium has been received must be disclosed at the time of presentation.

All symposia catering (breakfasts, lunches, coffee breaks or receptions) are the responsibility of the sponsor and must be arranged via the conference secretariat to avoid duplication of food and beverage. Menu options will be provided as per the sponsoring company's requirements.

The sponsor must provide a complete and final agenda for the symposium, including speaker names by April 14, 2006 to ensure inclusion in the final conference program.