Dear [Faculty Name],

We are pleased that you are willing and able to participate in our jointly-provided [activity type], [activity name]. This educational activity is designated for CME credit by the American Thoracic Society (ATS). we appreciate your help in partnering with us to follow accreditation guidelines and help us create high-quality education that is independent of industry influence.

**Financial Relationships with Industry**

* The American Thoracic Society is accredited by the Accreditation Council for Continuing Medical Education (ACCME®). As an accredited CME provider, the ATS requires that planners and presenters at any ATS CME designated activity comply with ACCME’s new ***Standards for Integrity and Independence in Accredited Continuing Education***.

Since healthcare professionals serve as the trusted authorities when advising patients, they must protect their learning environment from industry influence to ensure they remain true to their ethical commitments. Many healthcare professionals have financial relationships with ineligible companies ([What is the ACCME's definition of an ineligible company? | ACCME](https://www.accme.org/faq/what-accmes-definition-ineligible-company)). By identifying and mitigating relevant financial relationships, we work together to create a protected space to learn, teach, and engage in scientific discourse free from influence from organizations that may have an incentive to insert commercial bias into education.

**As a member of our faculty, you are required to disclose all financial interests or relationships that you may have with ineligible companies over the past 24 months. There is no minimum financial threshold; you must disclose all financial relationships, regardless of the amount, with ineligible companies.**

The ATS also requires specific disclosure of any relationships with a tobacco entity since January 1, 2000, including ownership of stocks or options of a tobacco entity (other than mutual funds), and those of their spouse or life partner. In addition, individuals known by ATS to have a present (current) relationship with a tobacco entity, or to have had such a relationship within the past twelve months, are not eligible for the following: serving as a planner, chair or moderator, or presenter for ATS scientific and educational programs, serving as an ATS reviewer, including but not limited to, ATS grant proposals, documents, journals, websites, and abstracts.

**Note**: A new ATS Policy on Association with the Cannabis Industry that limits participation in official ATS activities, including CME, by persons with certain types of relationships with that industry, took effect June 1, 2020. The most recent ATS policies on involvement with the tobacco or vaping or cannabis industries are available at http://www.thoracic.org/about/governance/ethics-and-coi/ .

**Disclosure Procedures**

Towards these ends, the American Thoracic Society has an online process handled by the COI department where everyone who has control of the content of an education activity can provide their disclosures. Please note**:** the identification of relevant financial relationships does not necessarily mean that you are unable to participate in the planning and implementation of this educational activity. Rather, ***the accreditation standards require that relevant financial relationships are mitigated before you assume your role in this activity*.**

Here are the steps to complete your disclosure form:

1. If you have never disclosed with us before, your 2021 Disclosure Website username and temporary password will be automatically e-mailed to you once ATS staff have notified us of your role(s) and we register you to disclose here.
	1. Once you have your username and temporary password, enter both at the [ATS Disclosure website](https://thoracic.coiriskmanager.com).
	2. Once there, create a new personal password and answer the questions on the form as instructed. Attest to the veracity of the disclosure and you are done.
2. If you have submitted disclosure online to us previously, when contacted by the COI department
	1. Simply login and update your disclosure form.

To do this, please complete your disclosure forms online by [Disclosure Due Date]. Should it be determined that a conflict of interest exists, it will need to be mitigated or resolved prior to the start of the educational activity. If you refuse to disclose your financial relationships, you will be disqualified from having any role in the planning or delivery of content for this activity.

**Disclosure of Unlabeled or Unapproved use of a Drug and/or Device**

In addition to financial disclosure, the U.S. Food and Drug Administration (FDA) requires that disclosure be made to learners of unlabeled or unapproved uses of drugs or devices contained in presentations. Please be sure to disclose to learners when you are discussing unlabeled or unapproved uses of drugs or devices.

**Content Validity**

It is also the responsibility of the faculty of a CME designated activity to ensure that:

* All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
* All scientific research referred to, reported, or used in accredited education in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.
* ***Although accredited continuing education is an appropriate place to discuss, debate, and explore new and evolving topics,*** ***these areas need to be clearly identified as such within the program and individual presentations.*** It is the responsibility of faculty to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
* Content cannot be included in accredited education if it advocates for unscientific approaches to diagnosis or therapy, or if the education promotes recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.
* Faculty do not market or sell their products or services within their presentation or within the educational space

**Protected Health Information**

It is the responsibility of faculty members to respect current state, and federal laws regarding protected health information or PHI. ***Please do your best to ensure that you are not***

* including patient photos/imaging without permission of the patient
* including patient identifying information such as name and DOB

Once again, these expectations are drawn from the ACCME Standards for Integrity and Independence in Accredited Continuing Education. For more information, see **accme.org/standards**.

Finally, thank you for agreeing to work with us in this CME/CE activity. We look forward to this activity making an important contribution to the continuing professional development of our learners and to your professional practice.