



HONORARIA POLICY AND PROCEDURE

POLICY DESCRIPTION: International Association for the Study of Lung Cancer (IASLC) continuing medical education Policy Governing Honoraria and Reimbursement of Expenses for physicians, and scientists in the role of invited speakers.

SCOPE:

IASLC Department of CME includes all contractors or any and all personnel not employed by IASLC that provide services, research or planning for continuing medical education activities.

During the CME activity planning process, the CME Chair will discuss and determine honoraria requirements, amount and travel expense details (if applicable) with the speaker. Considerations for determining honoraria amounts include:

- *The speaker's expertise and reputation*
- *The number and length of presentations*
- *Preparation*
- *Travel time*

The Honoraria is not to exceed \$4,000.00. Excludes ALL speakers employed by IASLC.

PURPOSE:

The purpose of this policy is to delineate the rules and regulations governing honoraria and reimbursement of expenses for CME Program invited speakers and scientists.

The **ACCME Standard 3.7** states that as a CME provider “must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, researchers, teachers and authors.” The intent of this standard is to ensure further separation of personal financial interests and commercial support from educational content. The Policy provides guidance to staff, faculty and joint

or co-providership in order to comply with the ACCME's Standards for Commercial Support.

DEFINITIONS:

IASLC Department of Continuing Medical Education defines an **honorarium** as:

(1) A payment, fee or other compensation received as a gratuity, award or honor, e.g. for delivering a speech, writing or authoring an article or publication.

(2) IASLC does not allow IASLC's faculty to charge a fee to (receive an honorarium from) their home institution for participating in IASLC provided educational activities (as speaker or planner).

(3) The IASLC educational mission lies in the physician and fellows' continuing medical education. A faculty member's teaching efforts in these areas is considered part of their official duties.

POLICY:

- CME activities provided by IASLC for which honoraria are paid must be compliant with all ACCME policies for accreditation, including the ACCME Standards for Commercial Support.

- No speaker at a CME activity provided by IASLC may receive payment directly from any commercial interests for honoraria, travel or out-of-pocket expenses.

- Any individuals having any control or influence over CME activity content may not receive payment directly from a financial supporter for honoraria.

-Speakers supported by IASLC's CME fund shall receive honoraria commensurate with the prevailing rate, up to a maximum of **\$4,000.00**.

- Honorarium will be tracked in the CME budget account for records.

-When specifically authorized, speaker travel expenses that is supported by the IASLC's CME Budget shall be based upon prevailing rates for coach class transportation. Per diem expenses for food and lodging will be reimbursed at actual cost, subject to the submission of appropriate receipts. The CME Department shall arrange local accommodations.

Under no circumstances shall travel, lodging or per diem expenses be reimbursed for the travel by the speaker's spouse, children or other traveling companion(s).

EXPENDITURES FOR LEARNERS:

Social events or meals at CME activities will not take precedence over the educational events and will be planned by the IASLC Department of Continuing Medical Education.

REIMBURSEMENT:

- Promptly after the activity completion (preferably 30 days), the speaker must submit all original receipts to IASLC Department of Continuing Medical Education for expense reimbursement. IASLC requires original receipts for reimbursement.
- Mileage reimbursement will be at the rate of current policy of IASLC at the time of the activity.
- The finance department generally takes four weeks to process payment of funds.
- In compliance with Standards for Commercial Support of CME, under no circumstances is a commercial interest allowed to pay directly for honoraria or additional reimbursements.
- Please be sure that the speaker's topic is worthy of AMA PRA Category™ 1 credit.

Budget for Continuing Medical Education

The IASLC CME budget is used for invited speakers honorarium and expenses submitted for the specific purpose of promoting continuing medical education at IASLC.

A guest faculty speaker receives honoraria in addition to hotel, meals and transportation reimbursement (if applicable). IASLC employed speakers will not receive honoraria, but are recognized through a letter of appreciation. Program expenses at off-site locations will include meals or light refreshments for the participants.

Expenditures of these funds are tracked under expense account.

Independence from Commercial Interests Policy

PURPOSE

In order to maintain independence, the following decisions related to IASLC's CME Program must be made free of the control of any commercial interest:

- Identification of Continuing Education needs
- Determination of educational objectives
- Selection and presentation of content
- Selection of all persons and organizations that will be in a position to control the content
- Selection of educational methods
- Evaluation of the activity

Standards/Criteria

IASLC forbids any commercial interest to provide funds, in excess of the specified educational grant, to the Activity Course Director, Expert Course Faculty or others involved with the influence or control the content of the activity (additional honoraria, extra social events, etc.). IASLC prohibits the conduct of any promotional or sales activities, including, but not limited to, presentations by sales representatives or exhibits in the same room as the CME activity.

Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CME activity.

Operational Procedure

No financial transaction will be accepted or processed until a signed Letter of Agreement is received.



Speaker Letter of Agreement

Dear TBD, MD

On behalf of *International Associations for the Study of Lung Cancer (IASLC) Department of Continuing Medical Education*, I would like to thank you for agreeing to participate as a speaker at the <<TBD>> on << TBD>>. The topic of your presentation is << TBD>>. The activity will be held at <<TBD>> from <<TBD>>.

IASLC requires that CME activities be balanced, independent, objective, and scientific rigorous. The presentation must be free from commercial bias, promote quality healthcare and be based on evidence accepted within the medical profession. The requirements for speakers are outlined in the attached *Guidelines for Speakers Presenting at IASLC CME Activities*.

We ask your cooperation in meeting compliance requirements. Please review the procedures, complete the *Financial/Commercial Relationships & Conflicts of Interest Form (link)* which is attached to this letter and is also available by calling 720.598.1945. Speakers who fail or refuse to submit the required documentation will not be able to participate in the activity.

We are required to inform the audience of the learning objectives established for this CME activity. Please forward to IASLC Department of Continuing Medical Education:

1. a minimum of 3 objectives
2. complete the abstract attached
3. complete the electronic disclosure link below

For your convenience, guidelines on preparing objectives are enclosed.

Thank you in advance for your cooperation. If you have any questions, please feel free to contact me at 720.598.1945. We look forward to seeing you on << TBD>>.

Sincerely,

Pia Hirsch

IASLC CME Director

SPEAKER Signature & Date

Enclosures: *Financial/Commercial Relationships & Conflicts of Interest Disclosure link.*
Action Verbs for Use in Developing Objectives.
Guidelines for Speakers Presenting at IASLC CME Activities.



**INTERNATIONAL ASSOCIATION FOR THE STUDY OF LUNG CANCER (IASLC)
GUIDELINES FOR INDIVIDUALS PLANNING AND/OR PRESENTING AT CME ACTIVITIES**

Disclose Commercial Relationships, Resolve Conflicts of Interest and Disclose Unlabeled Uses:

To be in compliance with the Accreditation Council for Continuing Medical Education's Standards for Commercial Support, IASLC is required to identify and resolve conflicts of interest prior to the presentation. A potential conflict of interest is created when an individual is in a position to control the content of CME and either the individual or his/her spouse/domestic partner has a relevant relationship with a commercial entity. A relevant relationship is defined as a commercial interest within the past 12 months where the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fees, honoraria, stock ownership (excluding mutual funds) or other financial benefit. Financial benefits include employment, contracted research, consulting, speaker's bureau, teaching, membership on boards and panels and other activities for which remuneration is received.

Speakers/Activity Directors/Moderators/Planners/Authors (speaker's et al.) are required to disclose relationships well in advance of the educational activity in order to allow time for review and resolution of potential conflicts of interest. The disclosure must include the name of the individual, the name of the commercial interest and the nature of the relationship. Disclosure of these relationships must be provided to the attendees prior to the start of the activity. For those who have no relevant relationships, the attendees must be informed that no relevant commercial relationship exists.

We ask your cooperation in meeting compliance requirements. Please review and follow the procedures outlined below. Complete the Disclosure of Commercial Relationships & Conflicts of Interest link as soon as possible, but no later than 20 days prior to the activity. Speakers/Authors/Researchers/Planners, et.al. who fail or refuse to submit the required disclosure documentation will not be able to participate in the activity.

Speakers/planners et. al. are asked to comply with the following requirements:

- Change the presentation to eliminate relevance to the products/services of your commercial interest.
- Select a co-presenter to control the part of the presentation in question.
- Change your role in the activity to one that precludes you from making clinical recommendations.
- Support your presentation and clinical recommendations with the “best available evidence” from medical literature. Provide two recent citations from peer reviewed scientific literature.
- Refrain from making recommendations regarding specific products or services, limiting the presentation to pathophysiology, diagnosis and/or research results.
- Discontinue the financial relationship, thereby eliminating the conflict of interest.
- Recommend an alternative if you are unable to resolve your conflict of interest.

The educational activity must be free of commercial bias for or against any product. Speakers should give a balanced view of therapeutic options, use generic names and deliver an evidence based, scientifically valid presentation.

Clearly identify unlabeled and investigational application of treatments and uses of drugs or products. We recommend the use of generic names whenever possible. Trade names are not allowed to be used, if used products from several companies should be referenced.

If an honorarium is offered to the speaker the payment must be issued by IASLC. No funds from any commercial supporter shall be paid directly to the speaker, the Activity Director or others involved in the CME activity.

Forward a current curriculum vitae and a copy of the written presentation or slides to IASLC Department of Continuing Medical Education to Pia.Hirsch@iaslc.oeg

Questions regarding the disclosure and conflict of interest process can be directed to the IASLC Department of Continuing Medical Education at 720.598.1945.

You MUST complete the link below to be part of the educational activity.

Disclosure Link: <https://www.surveymonkey.com/r/WCLC2016DISCLOSURES>