

**The University of Texas M. D. Anderson Cancer Center  
Department of CME/Conference Management**

**On-Site Guidelines for Continuing Medical Education Activities**

The following synopsis details certain M. D. Anderson CME positions and requirements. It aims to ensure M. D. Anderson's compliance with current ACCME and AMA guidelines as well as internal M. D. Anderson policy.

**Event Oversight/Supervision**

A staff member of CME/Conference Management or designee must be present at each CME conference to ensure compliance with ACCME guidelines and requirements.

**CME Meeting Room**

A meeting area should be exclusively reserved for the educational activity. This space can include meeting coordination needs such as registration, evaluation, certificate awarding, and required record keeping duties. No commercial displays, signs, logos, banners, or other forms of commercial presence should be in the meeting space itself.

**CME Registration Desk Area**

The registration desk should be free of commercial influence (personnel and/or materials). It is reserved solely for educational support endeavors. Commercial supporters should not be involved in any of the registration, evaluation, certificate granting, or other educational implementation procedures. If possible, the registration area should be outside of the meeting room.

The registration process should consist of the participant providing his or her name to the M. D. Anderson representative (or other approved representative) at the registration desk. If the participant has pre-registered, the M. D. Anderson representative will check the participant's name off of a list and provide any supporting materials (handouts, syllabus, etc.). Participants who register on-site must first provide registration information to the M. D. Anderson representative who will enter him/her into a registration database. An M. D. Anderson representative will then provide the on-site registrant with any supporting materials. Name badges, registrant packets, pens, notepads, agendas, evaluation forms, outlines, syllabi, information on meals and social events, etc. are the only items that should be provided at the registration desk unless pre-approved by M. D. Anderson's Department of CME/Conference Management.

**Commercial Exhibits and Displays**

All commercial exhibits and displays should be conducted in another room or in a distinctly separate area. There should be a separate table away from the registration site for the commercial support personnel. No question should arise in the registrant's mind that the educational component is completely autonomous.

**Refreshments, Breaks, Meals**

The refreshments, breaks, meals and social events should not overshadow the educational purpose of the event. No social events will take place during the actual meeting times. No alcoholic beverages can be served prior to or during a CME activity. No commercial displays, signs, logos, banners, or other forms of commercial presence should be in the dining area itself.

**Ambiance, Amenities and Social Events**

These should follow established AMA and ACCME Guidelines and Standards. Social events should be minimal and limited to the physician and his or her spouse or companion. All social events or similar activities should be reasonable in cost and impact. Any variations in these stipulations must be pre-approved by M. D. Anderson’s Department of CME/Conference Management.

**Records**

M. D. Anderson’s Department of CME/Conference Management staff are responsible for collecting and transmitting required records (registrations, evaluations, etc.) back to the Department of CME/Conference Management. These materials should not be processed or transmitted by commercial support persons or their designees.

**Payment for Attendance**

No payment will be made to attendees for registration or travel to the continuing medical education event.

**Educational and Speaker’s Quality Vis-à-vis Commercial Influences**

The educational activity should be monitored for educational excellence in terms of needs, goals, meeting objectives, teaching methods, evaluations, record keeping, etc. Particular emphasis should be placed on evaluating whether any real or perceived bias occurs from the commercial supporter. The absence or existence of speakers’ commercial affiliations or relationships should be disclosed. Speaker adherence to guidelines and standards for using drug names and/or equipment should be noted as well as his or her success in meeting the stated objectives.

- Generic and Trade Names – Presentations must give a balanced view of therapeutic options. Faculty use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single supporting company.
- Reporting Scientific/Investigational Research – Objective, rigorous scientific research on investigational products is an essential part of the process of developing new pharmaceutical or other medical products or devices. In accordance with the M. D. Anderson Mission, reports of such research should be communicated to the medical community. Such reports must conform to the generally accepted standards of experimental design, data collection and analysis.
- Off-label Uses of Products – When an off-label use of a commercial product or an investigational use not yet approved for any purpose is discussed during an educational activity, the accredited sponsor shall require the speaker to disclose that the product is not labeled for the use under discussion or that the product is still investigational.

I certify that the above guidelines were adhered to at

\_\_\_\_\_ Educational Conference

\_\_\_\_\_ Name/title

\_\_\_\_\_ Date