**LETTER OF AGREEMENT FOR COMMERCIAL SUPPORT**

Curry International Tuberculosis Center/UCSF (CITC), (hereinafter “accredited provider”) as provider of continuing medical education for the following activity,

**CTCA 2019 EDUCATIONAL CONFERENCE**

*Road Trip to TB Elimination: Packing the Essentials*

March 2019

Hereby enters into an agreement, as detailed below, with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(hereinafter “supporter”). Supporter agrees to provide to the California Tuberculosis Controllers Association (hereinafter “joint provider”) a grant to help defray the costs of conducting the above-referenced continuing medical education activity. The financial support is offered and received in accordance with the Standards for Commercial Support of CME of the Accreditation Council for Continuing Medical Education.

1. Purpose of and Control over the Educational Activity

1.1. The activity shall be independent and non-promotional, focused on educational content and free from commercial influence or bias.

1.2. Joint provider, working with accredited provider shall have complete control over the content and production of the activity, and will assure the presentation of balanced, objective and scientifically rigorous information.

1.3. The joint provider will select the Course Director, and all the faculty will be approved by accredited provider for the activity. The faculty and course planners shall disclose any significant financial relationships with the supporter.

2. Disclosure

2.1. The supporter's grant shall be disclosed to the audience by appropriate means including a statement on the program syllabus (if applicable) of the following:

2.1.1. Supporter’s funding/support of the activity, without reference to specific products.

2.1.2. Any significant relationship between authors, presenters, or moderators and supporter.

2.1.3. Any significant financial or other relationship between authors, presenters, or moderators and the manufacturers of products or providers of services mentioned by the author, presenter, or moderator during the activity.

2.2. Disclosure shall be provided to audience in writing in all instances when that is possible. Should disclosure occur verbally, such disclosure must be verified by written documentation in the activity file.

2.3. Accredited provider and joint provider must authorize dissemination of information about this activity by supporter, and any informational or marketing materials must identify the activity as produced by accredited provider and joint provider, not commercial supporter.

3. Structure of support and use of funds

3.1. The commercial support for the activity shall be made payable to joint provider.

3.2. The supporter shall make no additional financial support to the course director or to any faculty member or attendee of this activity.

3.3. Accredited provider and joint providerwill make a full financial accounting of the expenditures and revenue associated with the activity at the conclusion of the activity, if requested.

3.4 Joint provider shall itemize how commercial support shall be used in the development and presentation of the CME activity (see 3.6)

3.5. Joint provider will specify the amount of funds or the nature of in-kind services will be given by the commercial supporter to support the CME activity (see 3.6)

3.6. The joint provider will provide accredited provider with a written itemized list of how commercial support shall be used and the amount of funds provided by commercial support. **That itemized list and amount of commercial support (per supporter) will be an attachment to this letter of agreement**.

4. Conduct of Supporterat Educational Presentations

7.1. It is additionally understood that the supporter may place a commercial exhibit or literature in the general area of this CME activity, but entirely separate from the educational event. Arrangements for such an exhibit are to be controlled by accredited provider.

7.2. Representatives of commercial supporters may not engage in sales activities while in the room where the educational activity takes place.

5. Regulatory Authority

5.1. Accredited provider, joint provider and supporter agree to abide by all requirements of the ACCME Standards for Commercial Support of Continuing Medical Education (March 1992), the FDA Final Guidance on Industry-Supported Scientific and Educational Activities (December 1997), the AMA regulations regarding the Physicians Recognition Award, the AMA Opinion 8.061: Gifts to Physicians for Industry, and the AMA Opinion 9.011: Continuing Medical Education.

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Signature

Kelly Musoke, MPH, Director of Education

Curry International Tuberculosis Center/UCSF (CITC); Accredited Provider

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Judith Thigpen, MPH, Executive Administrator

California Tuberculosis Controllers Association; Joint Provider

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Supporter Signature

**Commercial Support Policies  
August 1, 2013**

**Policy on Exhibits**

1. Arrangement for commercial exhibits or advertisements cannot influence the planning or interfere with the presentation of CME activities, nor can they be a condition of the provision of commercial support for CME activities.

2. Exhibits must be placed in a space separate from the educational activity space.

**Policy on Role of Commercial Interest Representatives**

1. Representatives of commercial interests must not act as the agents of Curry International Tuberculosis Center in the planning or implementation of CME activities.

2. Representatives of commercial interests providing grants to support a CME activity must sign a Letter of Agreement, thereby agreeing to abide by the ACCME Essentials and Policies and with Curry International Tuberculosis Center’s CME’s policies, as stated in the Letter of Agreement.

3. Representatives of commercial interests may attend CME activities, but cannot engage in sales or promotional activities, cannot engage in detailing nor distribute product-promotional materials while in the space or place of the CME activity. They cannot pay directly any planner or faculty honoraria or reimbursement of out-of-pocket expenses, and they cannot provide any other payment to the director of the activity, planning committee members, faculty, joint provider, or any others involved with the supported activity.

**Policy on Advertising**

Principles: Product-promotion materials or product-specific advertisements of any type are prohibited in or during CME activities. Promotional activities must be kept separate from CME.

1. Live, face-to-face CME activities: Advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during or after a CME activity. Providers cannot allow representatives of commercial interests to engage in sales or promotional activities while in the space or place of the CME activity.

2. Educational materials that are part of a CME activity, such as slides, abstracts and handouts cannot contain any advertising, trade name, or a product-group message.

3. Print or electronic information distributed about the non-CME elements of a CME activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product-promotion material or product-specific advertisement