



CAPPA Conference Presenter Proposal (2012):

- Name, degrees & credentials
If RN, nursing degree(s):
 AD Diploma BSN Masters PhD
- Brief bio and picture for the website
- Home address OR business address
- Day telephone
- Email address
- Present position (title) & employer
- Describe your expertise in this topic
- List 3 or more learner's objectives *in behavioral terms*
- Provide an outline of the content for each objective. It must be more than a restatement of the objective.
- State the time frame for each objective
- Describe the teaching methods, strategies, materials & resources for each objective. Also, describe the category of evaluation:
 - A. Learner satisfaction
 - B. Knowledge enhancement
 - C. Skill and attitude change
- Bibliography
- Handouts, power point presentation slides, and/or outlines
- Conflict of interest statement
- Honorarium requested
- Any other considerations: preferred teaching time, travel considerations, etc.

Planner, Faculty and Author Conflict of Interest Statement:

Having an interest in an organization does not prevent a speaker from making a presentation, but the audience must be informed of this relationship prior to the start of the activity and any potential conflict must be resolved. In order to ensure balance, independence, objectivity and scientific rigor at all programs, the planners, faculty and authors must make full disclosure indicating whether the planner, faculty or author and/or his/her spouse family has any relationships with pharmaceutical companies, biomedical device manufacturers and/or corporations whose products or services are related to pertinent therapeutic areas. All planners, faculty, authors and feedback specialists participating in CE activities must disclose to the audience information listed below.

A. Is there a potential conflict of interest?

Yes No

If yes,

- a. List company(ies)
- b. if it is self and/or spouse/partner
- c. type of financial relationship

Indicate Applicable Manufacturer(s) for each of the following:

- a. Salary
- b. Royalty
- c. Receipt of intellectual property rights
- d. Consulting fee
- e. Honoraria directly from commercial interest of:
 - i. Their agents
 - ii. Contracted research
- f. Ownership Interest (stocks, stock options, or other ownership)
- g. Interest excluding diversified mutual funds)
- h. Speakers bureau

B. If YES to item A above, use this space to describe how any conflict of interest will be resolved (e.g. signed policy statement, nurse planner/planning committee member to monitor session, other):

C. Discussion of unlabeled uses:

Yes No

If yes, you must disclose this information during your

presentation. How will you do this?

1. Verbal statement during the presentation
2. Information provided on handouts
3. Information provided in audiovisuals (slides, overhead, power point, etc.)
4. Other: Describe:

All information disclosed must be shared with the audience either on the program handouts, advertising, and/or audiovisual presentation.

Signature

Date

[] By checking this box, I am providing my electronic signature approving all the information entered above. Please enter name and date on signature and date lines above.

Please send to:
CAPPA
P.O. Box 2406
Buford, GA 30515

Fax: 1-888-688-5241
Email: info@cappa.net