**This is a generic letter template for a RSS activity. You will need to adapt it to fit the circumstances of your CE activity.**

[DATE]

Dear Colleague:

Thank you for agreeing to speak at the upcoming Regularly Scheduled Series (RSS), [TITLE], on [DATE] at the [LOCATION].

***Please provide the following a minimum of fourteen (14) business day prior to your presentation***:

* Title of Presentation
* Three objectives, written in measurable terms, stating what the *participants* will be able to do at the completion of the presentation
* Any special AV needs

# Commercial Support and Disclosure

As an accredited CE provider, the University of Arkansas for Medical Sciences (UAMS) requires compliance with the ACCME’s Standards for Integrity and Independence in Accredited Continuing Education.

Anyone in control of content, such as a speaker or moderator, is required to disclose all financial relationships you may have with any ACCME-defined ineligible company that provides healthcare goods and/or services used by or on patients. This includes all financial relationships you have had within the past 24 months. If you have “Nothing” to disclose, this must also be disclosed. This is a disclosure for continuing education purposes and is different from the UAMS institutional form. No information is shared between the two systems.

The information collected on the disclosure form will be provided to the audience. Disclosure to the audience must occur prior to presentation of any educational content.

Faculty for this activity are required to do the following:

* Complete an online disclosure form if you do not already have one on file that was completed within the last 24 months. Log into CloudCME at <https://uams.cloud-cme.com/aph.aspx> and click on the Online Disclosure Form link below the picture of the hospital.
* If a financial relationship with an ACCME-defined ineligible company is disclosed, a copy of your presentation slides will need to be provided for a compliance review prior to approval of the session for credit.
* Prepare a compliant presentation. Criteria for a compliant presentations can be found at: <https://ce.uams.edu/wp-content/uploads/sites/85/2020/04/Criteria-for-compliant-presentations-2020_04-09FINAL.pdf>

Should you determine that you cannot comply with these requirements, or any of the provisions of the ACCME Standards for Integrity and Independence in Accredited Continuing Education, please contact me as soon as possible.

If you have any questions or concerns, please contact me at [CONTACT INFORMATION]. Once again, thank you for your commitment and willingness to participate in this activity.

Sincerely,

[CE Activity Director or Administrator