

- * Completion of all questions addressing potential conflict of interest associated with a submission is required.
- * For submissions that involve multiple presenters, the Submitting Presenter is responsible for furnishing conflict of interest information for all participants during the online submission process. If the information is incomplete, the proposal will not be considered for review.

There are two categories requiring designation in the program:

- 1. If a relevant financial relationship exists for the Submitting Presenter or one of his/her co-presenters, the Submitting Presenter must reveal this during the submission process. (A relevant financial relationship is a relationship occurring within the past 12 months of the submission process.) An * will be used in the IDA conference program to designate a “relevant financial relationship.” This designation will be used when a product or service is referred to in the presentation (including a research presentation) and one or more of the presenters has a significant financial relationship to the product or service. If there is a financial relationship between any of the authors and this product, under the guidelines put forth here, this should be clarified at the beginning of the presentation.**
- 2. If the underlying theory, methods, and/or techniques of a product or service will be presented and/or explained during the oral or poster presentation, even when there is no financial relationship, then the presentation will be identified as a Product Presentation in the IDA conference program and designated as such with a †. If a presenter has a relevant financial relationship and the presenter is presenting the underlying theory, methods and/or techniques of a product or service, then the presentation is deemed a Product Presentation and will be identified in the program with both an * and a †.**

Presentation

- All presenters (oral and poster presentations) are expected to disclose to the audience any relevant financial interest in any product, instrument, device, service, or materials discussed, as well as the source of compensation related to the presentation. Specifically, presenters are required to disclose for themselves as well as for the co-presenters listed for their presentation any relevant financial interest or other relationship that the authors or member of their family may have with
 1. manufacturer(s) of any commercial products and/or service provider(s) to be discussed in an educational presentation; and
 2. any commercial supporters of the activity which includes such things as grants for research and/ or travel support, being a recipient of an honorarium, being an employee, consultant, owner of stock, member of speakers bureau, board member, etc.)
- All speakers are required to explicitly disclose this information to session participants orally at the onset of their presentation and on a PowerPoint slide, as well as any written materials distributed during the session.
- An individual must disclose to learners any relevant financial relationships, to include the following information:
 1. The name of the individual (e.g. Submitting Presenter or co-presenter),
 2. The name of the commercial interest (s) (name of a company),
 3. The nature of the relationship the person has with each commercial interest (e.g. received honorarium from this company during the last 12 months).
- IDA conference sessions are NOT venues for advertising commercial products or services.
- IDA presenter(s) are not permitted to promote, take orders for commercial materials/products, distribute sales brochures, or sell to conference participants before, during or after their presentation (except at a booth in the exhibit hall).

- Presenters may refer to published materials in which they have NO financial interest in a handout, on a PowerPoint slide, or verbally, without the session being designated as a Product Presentation. In this case, the materials are not presented and do not constitute the focus of the presentation.
- A presenter may refer to his or her products in a reference that accompanies a handout and/or mention that the material is available in the exhibit area, provided that the session is noted in the program as a "Product Presentation."
- The IDA Conference Planning Committee reserves the right to reject proposals that do not follow these guidelines.

The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information that cannot be considered to be biased in the work reported or the conclusions, implications, or opinions stated. When considering whether you should declare a conflicting interest or connection, please consider the conflict of interest test: Is there any arrangement that would embarrass you or any of your co-presenters if it was to emerge and you had not declared it?

It is essential that such disclosure be followed by all proposers and presenters in order to conform to guidelines for certain CEUs and CMEs. If such disclosure applies to you, please complete the Conflict of Interest questions available as part of the submission process, as such.

For information on exhibiting at the conference, please contact Darnella Parks at 410-561-6406 or dparks@interdys.org.