Dear [name]:

[Insert logo]

Thank you for your participation as a [speaker/facilitator/moderator] in the program [program title].

Based on the identified learning needs for the target audience, the approved learning objectives for this program are:

1. [insert learning objective]

2. [insert learning objective]

3. [insert learning objective]

All speakers (moderators, facilitators, and etc.) are required to submit the [**University of Toronto Declaration of Conflict of Interest Form**](https://www.cpd.utoronto.ca/brochures/Faculty-and-Scientific-Planning-Committee-Disclosure-Declaration-Form.docx) to [enter program organizers] by [enter date].

All speakers are required to read and adhere to the **University of Toronto** **Sponsorship Policy:** <https://www.cpd.utoronto.ca/reports/CPD-Commercial-Sponsorship-Policy-2018.pdf>.

**U of T accreditation requirements of your session/presentation include:**

* Accredited programs must include clinical and professional content that represents best available and most up-to-date scientific evidence.
* At the beginning of your presentation, you must verbally notify the audience of any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the program.
* At the beginning of your presentation, you must identify your session’s learning objectives which should also be inserted into your presentation slides. See this [Quick Tip](https://www.cpd.utoronto.ca/quicktips-docs/06-Writing-Goals-And-Learning-Objectives.pdf) for information on how to write strong learning objectives.
* There must be evidence of appropriate use of brand and generic names in CPD programs and associated materials.
	+ Generic names should be used where possible in all programs and conferences.
	+ If brand names are used, the brand name should appear in parentheses after the generic name. Every drug mentioned should be referred to in a similar manner.

Sincerely,