On-Site Materials Guidelines

The following information needs to be displayed or distributed on-site at your activity to learners. This document can serve as your checklist.

The Office of Continuing Professional Development (OCPD) needs to review your final versions of these materials before posting, printing, distributing etc. If there are last-minute changes to the information required for any of the on-site materials, updated versions must be displayed or distributed to learners.

- **Disclosure Summary** The Disclosure Summary is a list that reflects disclosure information for all people in a position to control and/or influence activity design, development, and delivery. This includes speakers, planning committee members, and OCPD staff. The disclosure summary also must to include the disclosure statement, which is included on the OCPD template. Use of the OCPD Disclosure Summary template is not required however all information included on the OCPD template is required to be included on the Disclosure Summary for your activity.

- **Disclosure slide**, displayed at the beginning of each presentation. Disclosure slides are highly recommended for all speakers, even if the speaker has nothing to disclose and will not be discussing off-label or investigative uses.

- **Accreditation Statement and Credit Statement** Confirm with your OCPD Education Consultant that you are using the correct accreditation and credit designation statement(s)

- Evaluation or information on how to access evaluation

- Means of tracking participation and attendance or information on how to access mean participation tracking (claiming credit)

- **Acknowledgement of Support** Appropriate acknowledgement of all grantors and exhibitors must be provided to the learners. The acknowledgement of support may not include potential supporters who are missing fully executed LOAs (for grants) or signed Exhibitor Agreements (for exhibitors) nor can it include logos. An [acknowledgement of support template](#) is available online; use of this template is not required.