**Compiled Disclosure & Conflict of Interest (COI) Management form**



American College of Allergy, Asthma & Immunology

<Insert Activity Title> │ <Insert Meeting Date >

Deadline: <Insert Date>

**PART 1: PLANNING COMMITTEE DISCLOSURES**

*A Planning Committee Chair cannot resolve their own conflict of interest (COI). Please list another MD/DO (e.g. planning committee member, a medical director, etc.) that resolved the Chair’s COI.*

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| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Are financial relationships disclosed?** | **Commercial Interest**  **Company Name** | **Role Played**  (e.g., Employee, Consultant, Speaker, Author, Advisory Board member, Independent Contractor, etc.) | **What was Received**  (e.g., Salary, Consulting fee, Honorarium, Royalty, Intellectual Property rights, Contracted research, Ownership interests including stock holdings, etc.) | **Method for Resolving Conflict of Interest (COI)** |
| *Example:*  *Thomas Jones, MD* | No  Yes | No financial disclosure  *1. Ethicon*  *2. Medtronic* | No financial disclosure  *1. Speaker*  *2. Consultant* | No financial disclosure  *1. Honorarium*  *2. Consulting fee* | No financial disclosure  Financial disclosure not relevant to content  One individual does not control content development  Recusal from specific content  COI not resolvable, remove individual |

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| Planning Committee Chair | No  Yes | No financial disclosure  *1.* | No financial disclosure  *1.* | | | No financial disclosure  *1.* | No financial disclosure  Financial disclosure not relevant to content  One individual does not control content development  Recusal from specific content  COI not resolvable, remove individual | | |
|  |
| Planning Committee Member | No  Yes | No financial disclosure  *1.* | No financial disclosure  *1.* | | | No financial disclosure  *1.* | No financial disclosure  Financial disclosure not relevant to content  One individual does not control content development  Recusal from specific content  COI not resolvable, remove individual | | |
|  |
| Planning Committee Member | No  Yes | No financial disclosure  *1.* | No financial disclosure  *1.* | | | No financial disclosure  *1.* | No financial disclosure  Financial disclosure not relevant to content  One individual does not control content development  Recusal from specific content  COI not resolvable, remove individual | | |
|  |
| Planning Committee Member | No  Yes | No financial disclosure  *1.* | No financial disclosure  *1.* | | | No financial disclosure  *1.* | No financial disclosure  Financial disclosure not relevant to content  One individual does not control content development  Recusal from specific content  COI not resolvable, remove individual | | |
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| **All identified conflicts of interest have been resolved.** | | | |  |  | | |  |  |
| **Signature of MD/DO (e.g. Planning Committee Chair) Printed Name Date** | | | | | | | | | |

**PART 2: PRESENTER, MODERATOR, REVIEWER, OTHER DISCLOSURES**

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| **Name** | **Role in Activity** | **Are financial relationships disclosed?** | **Commercial Interest**  **Company Name** | **Role Played**  (e.g., Employee, Consultant, Speaker, Author, Advisory Board member, Independent Contractor, etc.) | **What was Received**  (e.g., Salary, Consulting fee, Honorarium, Royalty, Intellectual Property rights, Contracted research, Ownership interests including stock holdings, etc.) | **Method for Resolving Conflict of Interest (COI)** | **If Peer Review was used to resolve the COI, check the box below** |
| *Example:*  *Thomas Jones, MD* | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure  *1. Ethicon*  *2. Medtronic* | No financial disclosure  *1. Speaker*  *2. Consultant* | No financial disclosure  *1. Honorarium*  *2. Consulting fee* | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
| *Example:*  *Anna Smith, MD* | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure  *1.* | No financial disclosure  *1.* | No financial disclosure  *1.* | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |
|  | Presenter  Moderator  Reviewer  Other | No  Yes | No financial disclosure | No financial disclosure | No financial disclosure | No financial disclosure  Financial disclosure not relevant to content  Peer Review  COI not resolvable, remove individual | See Presentation review form |

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| **All identified conflicts of interest have been resolved.** |  |  |  |  |
| **Signature of MD/DO (e.g. Planning Committee Chair) Printed Name Date** | | | | |

*Actions to be taken for final resolution of conflicts of interest (COIs) will be approved and directed by the Program Chair, the Planning Committee, or the ACAAI Education Council, as appropriate.*