**Form 3 --- ALL CONFLICTS MUST BE RESOLVED PRIOR TO THE START OF THE ACTIVITY.**

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



Name of Joint Provider\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ │ Date of Meeting \_\_\_\_\_\_\_\_\_\_\_\_ │ live or Virtual Live

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Role(s) in Activity**(e.g., Planner, Teacher, Instructor, Faculty, Author, Writer, Reviewer, Other) | **Are there financial relationships disclose?** (Yes or No) | If Yes, please list the **Ineligible****Company Name** | **Nature of Financial Relationship**(e.g., Employee, Advisor, Speaker, Independent Contractor (including contracted research) Royalties or Patent Beneficiary, Executive Role, Researcher, Consultant, Ownership Interest.) | **Has the Relationship Ended?** (If the financial relationship existed during the last **24 months**, but has now ended, enter “yes”.)(Yes or No) | **Methods for Mitigating Conflicts of Interest****A.** No financial disclosure**B.** Financial disclosure not relevant to content**C.** Independent review of content (If used, see presentation review form) **Do not** use for planners.**D.** Independent review of planning decisions. (Use for Planners Only)**E.** COI cannot be mitigated, remove individual |
|  |  |  |  |  |  | Enter the letter(s) that correspond to the method(s) used to mitigate the COI |  |
|  |  |  |  |  |  | Enter the letter(s) that correspond to the method(s) used to mitigate the COI |  |
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|  |  |  |  |  |  | Enter the letter(s) that correspond to the method(s) used to mitigate the COI |  |

**I certify that all conflicts of interests have been mitigated.**

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| --- | --- | --- | --- |
| Enter full name and credentials as Planning Signature: |  | Enter Today’s Date: |  |
| Enter full name and credentials as Content Signature: |  | Enter Today’s Date: |  |

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