**AMERICAN COLLEGE OF ALLERGY, ASTHMA & IMMUNOLOGY**

**PROGRAM MATERIAL GUIDELINES**

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**NOTE:** All advertisements must be approved by ACAAI Education prior to sending, launching, and/or printing.

We are here to help! If you have any questions regarding these requirements, please contact Barb King at barbaraking@acaai.org.

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### Program Material Requirement Versions

<table>
<thead>
<tr>
<th><strong>SAVE THE DATE</strong></th>
<th>Only applicable for advertisements that contain minimal information such as title of activity, date, location, and there is not yet an agenda.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRELIMINARY MATERIALS</strong></td>
<td>Applicable to any preliminary meeting materials that do have an agenda, but are still short advertisements, postings, emails, etc. where space is limited.</td>
</tr>
<tr>
<td><strong>FINAL PROGRAM MATERIALS</strong></td>
<td>Applicable to any final meeting materials, such as a full program advertisement, registration brochure, the final program or syllabus.</td>
</tr>
</tbody>
</table>
Use for **Save-the-Date** announcements (e.g. postcards, brief ads, etc.), when the agenda is not readily available to potential participants.

**YOU MUST INCLUDE THE FOLLOWING:**

1. **Activity Title**
2. **Activity Date & Location**
3. **AMA Credit Designation Statement**
4. **Joint Providership Acknowledgement**
5. **Link to full program information (if available)**

**ACAAI NOTES:**

1. **AMA Credit Designation Statement**
   a. If the activity is already certified for credit, use the following statement on your Save the Date:
      “This activity has been approved for **AMA PRA Category 1 Credit™**.”
   b. Do not include the # of credits with this statement.
   c. In the following scenarios, refer to the Preliminary Program requirements, as these instances require you to use the full Accreditation Statement & the full AMA Credit Designation Statement:
      i. If you want to advertise the # of credits
      ii. If you want to include the full agenda
   d. If the activity is not yet certified for credit, do not use the above statement, and only include the activity title, date and location.

2. **Joint Providership Acknowledgement**
   a. **(1 Logo):** Must use the ACAAI logo and include the following statement:
      “Jointly Provided by the American College of Allergy, Asthma & Immunology and <insert name of organization>.”
   b. **(2 logos):** Must include the following statement:
      “Joint Provided by: <insert ACAAI logo> and <insert organization logo>”
**Preliminary Materials**

Use for **Preliminary Programs** (e.g. brief online/print advertisement, registration brochure, emails, etc.), when the agenda is readily available to potential participants.

**YOU MUST INCLUDE THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Activity Title</th>
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<table>
<thead>
<tr>
<th>Activity Date &amp; Location</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Target Audience</th>
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</thead>
</table>

- Examples: All practicing allergists/immunologist OR Fellows in allergy/immunology training programs OR Allied health professionals in the field of allergy/immunology

<table>
<thead>
<tr>
<th>Learning Objectives</th>
</tr>
</thead>
</table>

- *At the end of this activity, participants should be able to:*
- See the document, "1c_Joint Providers_Tips & Verbs for Learning Objectives" for further guidance

<table>
<thead>
<tr>
<th>Accreditation Statement</th>
</tr>
</thead>
</table>

- Use the following statement: "This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the American College of Allergy, Asthma & Immunology and <insert name of organization>. The American College of Allergy, Asthma & Immunology is accredited by the ACCME to provide continuing medical education for physicians."

<table>
<thead>
<tr>
<th>AMA Credit Designation Statement</th>
</tr>
</thead>
</table>

- Use the following statement: "The American College of Allergy, Asthma & Immunology designates this live activity for a maximum of <insert # of credits> AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in this activity.
- *AMA PRA Category 1 Credit(s)™ is always italicized, even in headers*
- The Accreditation Statement and the AMA Credit Designation Statement must always be separate paragraphs.

<table>
<thead>
<tr>
<th>Commercial Support</th>
</tr>
</thead>
</table>

- If commercial support is planned but information is not yet available, use the following statement: "This activity is supported by commercial interests."
- If commercial support is not planned, use the following statement: "This activity is not supported by commercial interests."

<table>
<thead>
<tr>
<th>Agenda/Program Information</th>
</tr>
</thead>
</table>

- Include Agenda and/or include the link to the full program information
Final Program Materials

Use for Final Programs (e.g. full program advertisements, registration brochures, the final program or syllabus.

YOU MUST INCLUDE THE FOLLOWING:

Activity Title

Activity Date & Location

Joint Providership Acknowledgement

• (1 Logo): Must use the ACAAI logo and include the following statement: “Jointly Provided by the American College of Allergy, Asthma & Immunology and <insert name of organization>.”

• (2 logos): Must include the following statement: “Joint Provided by: <insert ACAAI logo> and <insert organization logo>

Target Audience

• Examples: All practicing allergists/immunologist OR Fellows in allergy/immunology training programs OR Allied health professionals in the field of allergy/immunology

Learning Objectives

• At the end of this activity, participants should be able to:

• See the document, "1c_Joint Providers_Tips & Verbs for Learning Objectives " for further guidance

Accreditation Statement

• Use the following statement: "This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the American College of Allergy, Asthma & Immunology and <insert name of organization>. The American College of Allergy, Asthma & Immunology is accredited by the ACCME to provide continuing medical education for physicians."

AMA Credit Designation Statement

• Use the following statement: "The American College of Allergy, Asthma & Immunology designates this live activity for a maximum of <insert # of credits> AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in this activity.

• AMA PRA Category 1 Credit(s)™ is always italicized, even in headers

• The Accreditation Statement and the AMA Credit Designation Statement must always be separate paragraphs.

Disclosure Policy and Disclosures

• See notes below

Commercial Support Acknowledgement

• See notes below

Agenda/Program Schedule

• Include title of session, time of each presentation and speaker names and degree(s)
The full Disclosure Policy must be used in the final program

“As required by the Accreditation Council for Continuing Medical Education (ACCME) and in accordance with the American College of Allergy, Asthma & Immunology (ACAAI) policy, all educational planners, presenters, instructors, moderators, authors, reviewers, and other individuals in a position to control or influence the content of an activity must disclose all financial relationships with any commercial interest that have occurred within the past 12 months. The ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

All identified conflicts of interest must be resolved and the educational content fully vetted for fair balance, scientific objectivity, and appropriateness of patient care recommendations. It is required that disclosures be provided to the learners prior to the start of the activity. Individuals with no financial relationships to disclose must also inform the learners that no financial relationships exist.

Learners must also be informed when off-label, experimental/investigational uses of drugs or devices are discussed in an educational activity or included in related materials.

Disclosure in no way implies that the information presented is biased or of lesser quality. It is incumbent upon course participants to be aware of these factors in interpreting the program contents and evaluating recommendations.

Expressed views do not necessarily reflect the opinions of the ACAAI.

**All identified conflicts of interest have been resolved.**

You must include the name of the individual with a disclosure, their degree(s), the commercial interest name and the nature of the relationship (role).

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**Example:**

The individuals listed below disclose the following financial relationships:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role in the CME Activity</th>
<th>Commercial Interest &amp; Nature of Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Q. Smith, MD</td>
<td>Presenter</td>
<td>Consultant/Advisory Board: AstraZeneca, Johnson and Johnson Research Grant: Gilead,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Johnson and Johnson, Merck, Roche, Sanofi</td>
</tr>
<tr>
<td>Mary Stevens, MD</td>
<td>Moderator</td>
<td>Speaker: Teva, CSL Behring</td>
</tr>
<tr>
<td>Anne Jones</td>
<td>Staff</td>
<td>Stock Ownership: Riverside Publications</td>
</tr>
</tbody>
</table>

The individuals listed below have no financial relationships to disclose:

Patrick Donovan, MD  Moderator, Presenter

Educational Staff/Committee/Reviewer have no financial relationships to disclose, except as may be listed above.
Commercial Support Acknowledgement

If monetary support or in-kind donation, use the following statement:

“This activity is supported by independent educational grants from:

<insert list of commercial supporters>”

If there is no commercial support, use the following statement:

“This activity is not supported by commercial interests.”

The following components must also be present in the final program materials:

CME Instructions

Instructions on how to obtain a CME Certificate or Certificate of Attendance

•Example: In order to receive credit, participants must sign-in to the ACAAI College Learning Connection (CLC) at https://education.acaai.org, review the CME information, complete the evaluation and download their certificate. Per the American Medical Association (AMA), only physicians may receive a CME Certificate. Other healthcare professionals will receive a Certificate of Attendance that they may submit to their regulatory body.

Special Needs

•Use the following statement: "In compliance with the Americans with Disabilities Act, ACAAI requests that participants in need of special accommodation submit a written request to ACAAI well in advance. Please contact <insert name> at <insert email address>.

Disclaimer

•Example: The information provided at this CME Activity is for continuing education purposes only and is not meant to substitute for the independent medical judgement of a healthcare provider relative to diagnostic and treatment options of a specific patient’s medical condition.

Final Notes

Faculty Slides/Handouts must be reviewed to ensure the following: no bias exists; references are included; copyrighted material is appropriately used/cited; copyright permission has been obtained.

Opening Slide for the Activity must include the following statement:

“Jointly Provided by: <insert ACAAI logo> and <insert organization’s logo>”

Questions? Contact Barb King at barbaraking@acaai.org