



Better health through laboratory medicine.

LETTER OF AGREEMENT
For Commercial Support of an Educational Activity

This is an agreement between: PROVIDER, of the activity, and COMPANY providing commercial support for the Educational Activity described below.

Title of Educational Activity: _____

Location of Educational Activity: _____

Date(s): _____

Company Contact Information:

Company Representative Name: _____
Title: _____
Company Name: _____
Division: _____
Address: _____
Telephone: _____
Fax: _____
Email Address: _____

The above-named Company wishes to provide commercial support for the above-named Educational Activity by means of an educational grant in the amount of \$ _____

The above-named Provider will use the funds from this educational grant to pay for the costs of presenting the above-named Educational Activity as designated below:

- Speaker travel expenses and/or honorarium in the amount of \$ _____.
Catering function(s) (describe): _____ in the amount of \$ _____.
Other (describe): _____ in the amount of \$ _____.

I have read the Terms of Agreement on the reverse side and agree to abide by these terms.

Company Representative Printed Name: _____

Company Representative Signature: _____ Date _____
electronic signature acceptable

Provider Representative Printed Name: _____

Provider Representative Signature: _____ Date _____
electronic signature acceptable

Terms of Agreement for Commercial Support of an Educational Activity

1. **Statement of Activity Purpose:** Activity is for scientific and educational purposes only and will not promote the Company's products, directly or indirectly.

2. **Control of Activity Planning, Content, Evaluation, and Selection of Presenters, Moderators, and Planning Committee Members:** Provider is responsible for maintaining full control of decisions regarding all aspects of the educational activity, including (a) identification of educational needs; (b) determination of educational objectives; (c) selection and presentation of content; (d) selection of all persons and organizations that will be in a position to control the contents of the educational activity; (e) selection of educational methods; and (f) evaluation of the educational activity. The Company agrees not to control, direct, or influence any decisions regarding the educational activity.

3. **Disclosure of Financial Relationship:** Provider will ensure meaningful disclosure to the audience, prior to and/or at the time of the activity, of any relevant relationship between the Provider and the Company (e.g. educational grant or in-kind services).

4. **Involvement in Content:** There will be no "scripting", emphasis, direction, or influence of the content by the Company or its agents.

5. **Ancillary Promotional Activities:** No promotional activities or product-specific advertisements will be permitted in the same room as the educational activity or in any entrance/exit alcoves to the room within 30 minutes before and after the educational activity.

6. **Objectivity and Balance:** Provider will make every effort to ensure that data regarding the company's products (or competing products) are objectively selected and presented, with favorable or unfavorable information and balance discussion of prevailing information on the product(s) and/or alternatives.

7. **Limitations on Data:** Provider will ensure to the extent possible, meaningful disclosure or limitations on data, e.g. on-going research, interim analysis, preliminary data or unsupported opinion.

8. **Opportunities for Debate:** Provider will ensure meaningful opportunities for questioning or scientific debate.

9. **Independence of Provider in the Use of Commercial Support:**

a. Funds should be in the form of an educational grant made payable to the Provider.

b. All other support associated with this activity should be made with the full knowledge and approval of the Provider, e.g., in-kind services, distribution of brochures, etc..

c. No other funds from the Company will be paid to the activity faculty or others involved with the educational activity (e.g., additional honoraria, activity registration fees, extra social events, etc.).

d. The Provider will make all decisions regarding the disposition and disbursement of the Company's support.

The Company agrees to abide by all of the above **Terms of Agreement for Commercial Support of an Educational Activity**.

The Provider agrees to: 1) abide by all of the above **Terms of Agreement for Commercial Support of an Educational Activity**; (2) acknowledge the support from the Company in program brochures and other activity materials; and 3) upon request, furnish the Company a report detailing the receipt and expenditure of the funds provided.

Note: The terms stated in this agreement comply with the Accreditation Council for Continuing Medical Education **Standards for Commercial Support**, which can be viewed at: www.acme.org.