

(Appendix IIIa)
Letter for an Ineligible Company (Commercial Supporter)

Re: CME Program

Dear

This is to express my appreciation for the gift you have offered to _____ (e.g. Nassau University Medical Center) to support our educational programs, and to assure you it will be used to the best advantage of our staff and other participants who rely on this office to keep abreast of developments in the rapid growth of new technology and pharmacology.

We intend to apply this gift to the program entitled: “_____” to be held on _____. We will acknowledge your support at that time.

If this will be an exhibition with displays of commercial products: the products will not include nor imply endorsement by the Nassau University Medical Center a provider of Continuing Medical Education. This statement should be provided on written materials clearly disclaiming endorsement. In accordance with these standards, <name of accredited provider> has established the following policies for commercial exhibits held in conjunction with its educational activities:

- Arrangements for exhibits may neither influence planning nor interfere with the presentation of the educational activity.
- Exhibits cannot be a condition of the provision of commercial support for CME activities.
- Commercial/promotional materials **may not be** displayed or distributed in the same room immediately before, during or immediately after the CME activity.
- Representatives of commercial supporters and exhibitors may attend the CME activity if they wish, but may not engage in sales activity in the room where the educational activity is held.
- Exhibits may not be displayed immediately outside the door of the activity learners must not pass through the exhibit area to get to the educational activity.

In order to meet requirements of the standards and to maximize benefits to you an exhibitor, we have made the following arrangements for exhibitors at our conference:

- Exhibits will be placed in <room/area of hotel, etc.> which is <next door, adjacent to, etc.> the educational activity. Exhibits may be displayed between the hours of <time>.
- To encourage participants to visit the exhibits, refreshment breaks will be placed in the exhibit area and all exhibitors will be listed in the conference brochure and/or final syllabus.

We require the enclosed agreement to be completed and signed prior to receiving a donation for education, in order to meet the accrediting standards for education sponsored by Nassau University Medical Center. Please return the completed form with an appropriate signature.

Sincerely,

Program Director