

# Call for Papers Agreement and Disclosure Policy

Everyone submitting a presentation, or listed as an author for a presentation for consideration at an NCSHLA event, is required to complete a disclosure form indicating any financial or nonfinancial relationship related to the content of the proposed session.

Completion of the disclosure form is necessary for all NCSHLA continuing education providers to meet the ASHA's Continuing Education Board's [Requirement 3: Transparency in Course Planning, Delivery, and Marketing](#). This requirement promotes transparency in the design, development, and presentation of courses offered for ASHA CEUs, and aligns NCSHLA practices with current practices among other professions, particularly in the continuing medication education arena.

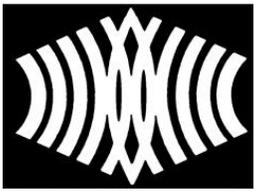
Read more about disclosure policy in the [Frequently Asked Questions for Presenters](#).

## General Submission Agreement

By submitting a proposal to present at the NCSHLA Annual Convention, you explicitly agree:

- ◆ That all authors participating in the presentation (presenting authors) shall register for the Convention.
- ◆ To present in the time slot and format assigned by the Convention Committee.
- ◆ If accepted, to adhere to the deadlines as detailed in the acceptance notification regarding additional information, presentation materials, etc.
- ◆ To provide appropriate evidence to support any claims related to efficacy, validity, or reliability of approaches to assessment or treatment.
- ◆ To refrain from overt statements or pointed humor that disparages the rightful dignity and social equity of any person or group.
- ◆ To complete the required disclosures that identify any financial or nonfinancial relationship that may create a conflict of interest or the appearance of a conflict of interest, as defined in NCSHLA's guidelines concerning transparency and disclosure.
- ◆ To update your disclosure information and inform NCSHLA if you develop or acquire a financial or nonfinancial interest related to the content of your presentation at any time before the Convention.
- ◆ To present a slide at the beginning of your presentation that discloses the financial and nonfinancial relationships of each author of the session. If your contribution is a poster session, you will post your disclosure information on the poster board. [View sample disclosures](#).
- ◆ To refrain from attempting to persuade attendees to purchase or use a specific product, service, piece of equipment, or device.
- ◆ When discussing a specific product or service, to offer information on its theoretical framework, relevant evidence, and operational details; to disclose in advance if your presentation will not address the range of competing products or services; and to refrain from overt selling.
- ◆ That any research in which you participated and may be discussing in this presentation is in compliance with mandated national and institutional policies and procedures pertaining to animal and/or human subjects research.
- ◆ To comply with the Health Insurance Portability and Accountability Act (HIPAA) and to ensure the privacy of patients/clients by refraining from using names, photographs, or other patient/client identifiers in your presentation(s) without the patient's/client's knowledge and written authorization.
- ◆ To follow the guidelines for crediting authorship for research presentations as outlined in the Publication Manual of the American Psychological Association.
- ◆ To obtain written permission from copyright holders for the use of any previously published material in your presentation or handouts.
- ◆ To grant NCSHLA permission to photograph you and publish the photograph(s) in NCSHLA publications and/or online.

NCSHLA's acceptance of a proposal does not imply endorsement of course content, specific products, or clinical procedures.



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## Disclosure Policy

NCSHLA's Continuing Education Committee defines a conflict of interest as any financial or nonfinancial consideration or relationship relevant to course content that compromises or has the potential to compromise professional judgment. Providers of events approved for ASHA CEUs must identify and disclose to participants any such interest on the part of any speaker or instructor.

Please note that having a disclosable financial or nonfinancial relationship does not prevent you from speaking. Disclosing such relationships is intended to give Convention attendees a more complete context in which to consider the information you provide. As a general guideline, err on the side of disclosure.

Refusal to disclose any financial or nonfinancial relationships disqualifies you from speaking at Convention.

If your presentation is accepted, the information you provide will be disclosed on the website.. Note that for financial relationships, dollar amounts are not disclosed.

In addition, you will be expected to disclose relevant relationships on-site at the time of your presentation, either verbally or visually (view [sample disclosure slides](#)). We will provide additional guidelines for on-site disclosures after acceptance.

Examples of relevant and disclosable financial relationships may include:

- ◆ Being an employee of, or a paid consultant to, an organization whose product or service you discuss in your presentation
- ◆ Receiving grant funds for a research project you discuss in your presentation
- ◆ Receiving royalties from the sale of a book whose content you discuss in your presentation
- ◆ Patent holder
- ◆ Ownership interest (stocks, stock options, or other ownership interests)

Examples of relevant and disclosable nonfinancial relationships may include:

- ◆ Serving as a formal advisor to a review panel
- ◆ Sitting on the board of an organization whose product or service you discuss in your presentation
- ◆ Receiving an award or honor from an organization whose product or service you discuss in your presentation