



# Soliciting and evaluating speakers

## Use the Online Chapter Roster

While the [Online Chapter Membership Roster](#) can be used simply to collect and update current member information, it's also designed to help you identify new speakers, event hosts, and the next generation of chapter leaders. The roster form includes questions on all three topics, so when it comes time to plan an event or transition the leadership team, chapter leaders [should request the roster](#) and sort it according to who's indicated interest in volunteering.

No matter how you leverage the roster, adding a line to your chapter emails with a link to it will help ensure that your contact list stays up-to-date and that your chapter members receive their ACDIS national discounts (which they can only access by completing the roster). Try adding a note to this effect: "Keeping your contact information up to date is your responsibility. We ask members to complete the [online membership roster](#) on a quarterly basis and as needed due to changes in your personal contact information or job status."

Remember, chapter leaders can always reach out to the ACDIS team via the [ACDIS Local Chapter Request Form](#) at any point to request their current membership roster, update leader information, have a meeting added to the event list in *CDI Strategies*, and request an educational material for use during a meeting.

Still have questions? Contact the ACDIS team at [info@acdis.org](mailto:info@acdis.org)! We're happy to help.

## Sample speaker solicitation letter

*Note: In addition to using a solicitation letter, leaders may find that calling potential speakers on the phone is an effective method of either initial contact, or follow-up after the initial solicitation email has been sent.*

Dear **NAME OF CHAPTER** member,

The **NAME OF CHAPTER** is currently seeking speakers/presentation for its upcoming **DATE** event in **LOCATION**. We will be featuring **NUMBER OF SESSIONS/TIMESLOTS OPEN** and are looking, specifically, for programs with experience/expertise in the following areas: **LIST TOPIC PREFERENCES BELOW**

- X
- X
- X
- X

If you are interested in speaking, please **EITHER LIST CONTACT INFO OR INCLUDE LINK TO SURVEY TO COLLECT SPEAKER APPLICATIONS.**

Sincerely,

**TEAM**

## Sample speaker bio form (donated by the Michigan ACDIS chapter)

DIRECTIONS: Type information directly into the space provided or type an 'X' in the appropriate box to indicate your response. Save the completed form to your computer.

### Section 1: Demographic Data



Name and credentials:	
Present position: (job title, employer, city, state)	
Mailing address:	
Phone:	
Email:	

### Section 2: Educational Activity

Educational activity title:			
Individual session title (if different):			
Educational activity date(s):			
Individual's role(s) in educational activity: (check all that apply)	<input type="checkbox"/> Planning Committee Member	<input type="checkbox"/> Presenter/Faculty/Author	<input type="checkbox"/> Content Expert/Reviewer

### Section 3: Speaker Bio and Optional Photograph

<p>Please write a few words about yourself professionally and your experience. Attach a photo if you choose:</p>	
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### Section 4: Actual, Potential & Perceived Conflict of Interest

The potential for **Conflict of Interest (COI)** exists when an individual has the ability to control or influence the content of an educational activity **and** has a financial relationship with a commercial interest, the products or services of which are pertinent to the content of the educational activity. Actions must be taken to resolve any potential or actual COI for planners, presenters/faculty/authors or content reviewers prior to the start of the educational activity.



Each individual who is in a position to control or influence the content of an education activity must disclose all **relevant relationships** with any **commercial interest**, including but not limited to members of the planning committee, speakers, presenters, faculty, authors, and/or content reviewers.

**Relevant Relationships**, as defined by the American Nurses Credentialing Center (ANCC), are relationships that are expected to result in financial benefit from a commercial interest organization, the products or services of which are related to the content of the educational activity.

Relationships with any commercial interest of the individual's spouse/partner may be relevant relationships and must be reported, evaluated and resolved. Evidence of a relevant relationship with a commercial interest may include but is not limited to receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (stock and stock options), grants, contracts, or other financial benefit directly or indirectly from the commercial interest. Financial benefits may be associated with **employment, management positions, stockholder, independent contractor relationships (including contracted research), other contractual relationships, consulting, speaking, teaching, membership on an advisory committee or review panel, board membership**, and other activities from which remuneration is received or expected. Relevant relationships can also include 'contracted research' where the institution receives a grant and manages the grant funds and the individual is the principal or a named investigator on the grant.

**Commercial Interest**, as defined by ANCC, is any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, re-sells or distributes healthcare goods or services consumed by, or used on, patients. Nonprofit or government organizations, non-healthcare-related companies, healthcare facilities, and group medical practices are not considered commercial interests.

Individuals found to have a COI are not eligible to serve as a/the nurse planner for the event, but may be able to serve on the planning committee or as a presenter/author if measures are taken to resolve the COI. Employees or representatives of a commercial interest may not serve as a planner of an educational activity, although they may be eligible to serve as faculty if measures are taken to resolve any potential conflict of interest.

Over the past 12 months, have you or your spouse/partner had a financial relationship with a commercial interest whose products or services may be relevant to the educational content that you will plan/present for this activity?

**NO**                      **YES – Provide details of relationship(s) below:**

Check all that apply	Category	Description – Provide Names of Organizations & Relationship
<input type="checkbox"/>	Employee	
<input type="checkbox"/>	Royalty	
<input type="checkbox"/>	Stockholder	
<input type="checkbox"/>	Research Support	
<input type="checkbox"/>	Speakers Bureau	
<input type="checkbox"/>	Consultant	
<input type="checkbox"/>	Other	



**Section 4: Statement of Understanding**

I, **NAME OF PLANNER/PRESENTER**, have taken every precaution to ensure that the presentation identified above will be evidence-based or based on the best available evidence and free from bias and promotion. Completion of the name and date below serves as the electronic signature of the individual completing this Conflict of Interest Form and attests to the accuracy of the information given above.

<b>Name, credentials, and date:</b>	
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**Section 5: Learning Objectives**

Please list the learning objectives of your presentation. Please note the presentation must be sent to ACDIS for approval of CEUs 30 days prior to the conference.

Please list three learning objectives below:

- 1.
- 2.
- 3.

**Sample speaker evaluation form**

Please check the appropriate responses below to rate the speaker

**Question 1: Please rate the speaker's expertise, knowledge of the subject matter**

Excellent	Very good	Good	Fair	Poor

**Question 2: Please rate the accuracy of the information presented**

Excellent	Very good	Good	Fair	Poor

**Question 3: Please rate the effectiveness of the teaching strategies/learning methods utilized**

Excellent	Very good	Good	Fair	Poor

**Question 4: Please rate the relationship of the content to the objectives**

Excellent	Very good	Good	Fair	Poor

**Question 5: Please rate the overall performance of the speaker**

Excellent	Very good	Good	Fair	Poor

