

## APPENDIX B (2023 Workshop Proposal Information)

The 2023 AAFS Annual Conference will be held February 13-18, 2023 in Orlando, FL. Each year, the AAFS Annual Conference offers unique educational opportunities through optional workshop sessions that allow for a deep dive exploration of topics and issues currently impacting the forensic sciences field. AAFS is pleased to issue a Call for Workshop Proposals for interested forensic science professionals interested in leading such programs.

We encourage all proposers to consider the following guidelines when developing their proposal:

1. The main purpose of the Academy is to educate and to train people in forensic science. Thus, we have a responsibility to provide high quality workshops to attendees. High quality is not only expressed in the information presented by the speakers, but also in the handout materials and audiovisual aids.
2. Speakers should be advised of the specific topics to be discussed. If there is more than one speaker, it is critical to identify the complete program to ensure that the workshop contents do not become repetitive. The attendees do not appreciate redundancy.
3. Corporate sponsors should be solicited to help defray non-member expenses including travel.
4. It is important not to fall into the trap of false advertising. Unfortunately, this has actually been reported by the membership. When the Workshop Proposal description does not match the actual program presented, a disservice is done to the members. The preliminary and final description of the workshop should be an accurate statement of what the program will be. Members are willing to pay for the workshops. We have an obligation to provide them with the product advertised.
5. When describing your proposed workshop, please determine your “target audience” and place that information into the description.
6. Please define the level of instruction to be presented.
  - Will this be an introductory (BASIC) workshop to explain the topic?
  - Will this workshop provide a preliminary overview and then continue with an update (INTERMEDIATE) for participants in this forensic field?
  - Is this to be a highly technical (ADVANCED) workshop that will enable participants to become expert/proficient in this forensic area?
  - Will your workshop provide laboratory (HANDS ON) experience?
7. It is the policy of the AAFS that all attendees and faculty register for the annual meeting. Per the AAFS *Policy & Procedures Manual* (PPM section 3.1.6.4), an invited non-member presenter of a special session may have his/her basic annual meeting registration fee waived.
8. Additionally, certain exceptions for non-member workshop participants may be approved. The expenses of non-AAFS member workshop faculty may be reimbursed if requested on the proposal form in the cost section on page 70. These expenses should be identified prior to determine the extent of reimbursement or payment:

### Hotel Accommodations:

Half-Day Workshop – 1 Night  
Full-Day Workshop – 2 Nights  
Two-Day Workshop – 3 Nights

### Per Diem (At \$75/day U.S.):

Half-Day Workshop – 1 Day  
Full-Day Workshop – 2 Days  
Full-Day Workshop – 3 Days

### *Airfare:*

Airfare will be provided at the coach rate and must be reserved by AAFS at a minimum of 21 days prior to travel to afford the lowest possible airfare. **Due to continuing education accreditation, AAFS will make travel arrangements for the non-member presenter with approved travel.** Any deviation resulting in a higher airfare will result in the difference being subtracted from section revenue.

### *Other:*

An invited non-member presenter of a special session will have his/her basic annual meeting registration fee waived. This does not apply to current members of the Academy as members are expected to support the AAFS Annual Scientific Conference.

**No additional expenses will be considered AFTER the workshop fees have been established.**

9. Deadlines are certainly headaches for each of us. However, headaches turn into migraines when they are not treated with punctuality. It is not reasonable for any of us to expect to be given preferential treatment when deadlines arrive.

## WORKSHOP DEADLINES

- August 1: Proposal abstract, speaker information, and details of all anticipated costs due, as well as outline of workshop handout.
- ~ September 30: Workshop Chair will be notified of acceptance in the program.
- October 1: Workshop expense requests evaluated and approved. After this date **no additional expenses will be considered including travel, AV, and/or reproduction expenses.**
- January 2: **Final PowerPoint presentations and supplemental handout materials** due at the Academy headquarters for duplication if AAFS is producing the handout. **AAFS will handle the electronic reproduction of all handout materials.**

The AAFS Online system is a faster, more reliable method to submit your workshop proposal. Non-Members must first create a user account to access the AAFS online system. You will receive a receipt upon completing and submitting the proposal to AAFS. I have enclosed a copy of the Workshop Proposal form, as well as a copy of the AAFS Financial Policies of Conducting Workshops, and a Commercial Support Agreement form. **All proposals must be submitted through the AAFS Online Submission System and will be considered until August 1.** We expect a large number of proposals for this meeting and, therefore, cannot guarantee that your proposal will be chosen until we have the opportunity to review all workshop submissions.

The following will be required when you submit your proposal:

- Proposed Title
- Target Audience Section (select all sections that would apply)
- Reviewing Section (select only one)
- Audience knowledge level required
- Requested length (1/2 day, full day, or 2-day)
- AAFS Member Workshop Chair and Co-Chair – All workshops are REQUIRED to have an AAFS Member chair and co-chair. No proposals will be accepted without both of these individuals identified.
- Program Description
- Educational Objectives
- Impact Statement
- Financial considerations and cost requests:
  - Identifying which section(s) should receive the percentage of the workshop fees
  - Anticipate corporate sponsors
  - All anticipate costs – Including any travel for non-member presenters
- All speakers and supporting documentation – Each speaker is required to submit a current CV and sign a financial disclosure form
- Tentative schedule for program content – Includes approximate duration of time, specific topic/title of presentation, and the speaker
- Abstract Summary Statement
- Key Words

In addition to the above information, the following documentation will be requested:

- Chair/Speaker Acknowledgement Attestation (Chairs and Speakers)
- Commercial/Financial Disclosure (Chairs and Speakers)
- Conflict of Interest Reporting Form (Chairs and Speakers)
- Financial Policies Acknowledgement Attestation (Workshop Chair/Co-Chair only)
- Workshops with commercial support will need to submit a Commercial Support Agreement
-

# POSTGRADUATE INSTITUTE FOR MEDICINE

## CONFLICT OF INTEREST REPORTING FORM

Continuing medical, physician assistants, pharmacy, nursing, and optometry education (CME/CE) activities are conducted in the public interest; therefore, it is important to assure the public that education received by physicians and other health professionals through whom patient care decisions are made is conducted with the highest integrity, scientific objectivity, and in the absence of bias. A conflict of interest (COI) exists when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME/CE about the product or services of that commercial interest. As a Jointly Accredited provider, the Postgraduate Institute for Medicine is responsible for collecting information from its faculty, planners, and managers of CME/CE content and resolving those conflicts prior to the commencement of the CME/CE activity. The intent of the COI resolution process is to assure that provider, faculty, and planner financial relationships with commercial interests and resultant royalties do not supersede the public interest in the design and delivery of CME/CE activities for the profession.

### CRITERIA FOR DISCLOSURE OF CONFLICTS OF INTEREST

Faculty, planners, and managers who affect the content of a CME/CE activity are required to disclose their own financial relationships, as well as relationships to products or devices their spouse/life partner have, with commercial interests *related to the content of this CME/CE activity of any amount over the past 12 months*. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected (honoraria received from a CME/CE provider for serving as a CME/CE faculty member by you or your spouse/life partner, even though those funds may have been provided through an educational grant from a commercial interest, **DO NOT HAVE TO BE DISCLOSED**). A *commercial interest* is defined by the ACCME, AAPA, ACPE, ANCC, and ARBO/COPE as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients. Relationships with governmental agencies (e.g., the NIH) do not have to be disclosed.

Project ID: \_\_\_\_\_ Activity: \_\_\_\_\_

Name(s) of Commercial Interest(s) Providing Support for this Activity (to date): \_\_\_\_\_

Name: \_\_\_\_\_ I am a/an:  Faculty Member  Planner/Manager  Other: \_\_\_\_\_

Type of Financial Relationship WITHIN THE PAST 12 MONTHS ONLY	Indicate Applicable Manufacturer(s)/Company WITHIN THE PAST 12 MONTHS ONLY	
Salary		<input type="checkbox"/> Self <input type="checkbox"/> Spouse
Royalty <sup>4</sup>		<input type="checkbox"/> Self <input type="checkbox"/> Spouse
Receipt of Intellectual Property Rights/Patent Holder <sup>1</sup>		<input type="checkbox"/> Self <input type="checkbox"/> Spouse
Consulting Fees (e.g., advisory boards)		<input type="checkbox"/> Self <input type="checkbox"/> Spouse
Fees for Non-CME/CE Services Received Directly from a Commercial Interest or their Agents <sup>5</sup> (e.g., speakers' bureaus)		<input type="checkbox"/> Self <input type="checkbox"/> Spouse
Contracted Research <sup>6</sup>		<input type="checkbox"/> Self <input type="checkbox"/> Spouse
Ownership Interest less than 5% (stocks, stock options, or other ownership interest excluding diversified mutual funds)		<input type="checkbox"/> Self <input type="checkbox"/> Spouse
Ownership Interest greater than 5% (stocks, stock options, or other ownership interest excluding diversified mutual funds)		<input type="checkbox"/> Self <input type="checkbox"/> Spouse
Other		<input type="checkbox"/> Self <input type="checkbox"/> Spouse

If you reported relationships in the chart above, will any of these relationships impact your ability to present an unbiased presentation?

Yes  No

I have no real or apparent conflicts of interest to report.

I agree to disclose any unlabeled/unapproved uses of drugs or products referenced in my presentation/materials.

NPI Number:  I do not have an NPI Number.

\_\_\_\_\_  
Signature of Reporting Individual

\_\_\_\_\_  
Date of Submission

<sup>4</sup>For Royalty and Patent Holder relationships, include product name along with Manufacturer/Company. Product information will be used only to identify degree of conflict and will NOT be disclosed to the learners; there is no need to report rights and royalties if they are fully assigned to another party.

<sup>5</sup>An accredited ACCME/ACPE/ANCC provider is NOT an agent for a manufacturer, whereas a company acting for a manufacturer in a promotional activity IS an agent.

<sup>6</sup>Only include research funds received directly from industry; grants to your institution are reportable only when you're the person or named investigator on the grant.

## Special Function\* Chair/Speaker Acknowledgement Form

Print Name: \_\_\_\_\_

Proposal or Assigned Workshop/Session #: \_\_\_\_\_ (e.g., Workshop #5, Breakfast 1, Luncheon 2)

As a Chair **and/or** speaker of a special Function (Workshops, Breakfast Seminar, Luncheon Seminar, Special Sessions) scheduled at the 2023 Annual Scientific meeting of the American Academy of Forensic Sciences, I understand:

### Chair:

- I am responsible for the organization of the workshop program for faculty submitted in the proposal. **By signing this form, I acknowledge that I have read the AAFS Financial Policies on Conducting Workshops/Special Sessions and understand/agree to adhere to and meet all required deadlines for program development to include:**
- Contact all faculty regarding deadlines and policies.
- Per *Policy and Procedure*, no additional costs will be added to the workshop including requesting additional audiovisual equipment, travel costs for non-member speakers, etc.
- I understand that AAFS will provide a computer for the session.

### Chair and Speakers:

- Final PowerPoint presentations and supplemental handout materials will be due in the staff office **no later than January 2, 2023.**
- Guests, spouses, students, and/or assistants will not be allowed to monitor, to audit, and/or to provide support in the session. Only listed faculty members will be allowed in the session **without registering and paying for the session.** Registered attendees are checked in at the door of the event.
- All workshops/sessions are based on costs and must meet the minimum required number of registrants. AAFS Staff will notify you after the January 15, 2023, pre-registration deadline has closed. AAFS staff will also provide the session chair with a list of registrants by the second week of February. The list of registrants for each special function is considered confidential and should not to be distributed to any person and/or entity outside of the faculty listed in the proposal/abstract for the identified special function.
- By endorsing this Acknowledgement Form, you warrant that your presentation(s) and any other material you submit for handouts are your original work or, if not your original work, that correct attribution will be given for any work presented that is the work of another. You further warrant that **no written material will be distributed at your workshop that is subject to copyright, license, or non-disclosure agreement held by a person or persons other than yourself, unless you have received written permission from such person or persons.** You agree that you will provide any applicable permission agreements for the use of any materials subject to copyright, license, or non-disclosure agreement upon request and will indemnify the AAFS for any liability or costs incurred as the result of your breach of this warranty.

Not returning this form may result in the session approval being retracted and replaced.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Special Function: workshops, breakfast seminars, luncheon seminars, and special sessions.

Please return this form via email to [abstracts@aaafs.org](mailto:abstracts@aaafs.org).

## 2022-23 AAFS Annual Scientific Conference Commercial/Financial Disclosure

**AAFS Policy on Full disclosure of Faculty Financial Interests or Relationships:**

It is the policy of the AAFS to ensure balance, independence, objectivity, and scientific rigor in all its individually sponsored or jointly sponsored educational programs. All faculty participating in any programs are expected to disclose to the program audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the continuing education program. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations or businesses whose products or services are related to the subject matter of the presentation topic. The intent of this policy is not to prevent a speaker with a potential conflict of interest from making a presentation. It is merely intended that any potential conflict should be identified openly so that the listeners may form their own judgments about the presentation with the full disclosure of the facts. It remains for the audience to determine whether the speaker's outside interest may reflect a possible bias in either the exposition or the conclusions presented.

Failure to make an accurate disclosure on your presentation will mandate its removal from the AAFS Program. AAFS' commercial disclosure requirement **is not** limited to the recommendation of a product but merely the mention of a specific trademarked, registered, or copyrighted product or company. Therefore, if it is pertinent that the name of the product be mentioned, then you must make the disclosure.

In keeping with this procedure, the faculty or presenter is required to complete the following disclosure statements:

**I. My presentation will discuss commercial products or services:  Yes or  No**

If Yes, Then:

Product/Service	Manufacturer/Company Name
_____	_____
_____	_____
_____	_____
_____	_____

**II. My presentation is financially or materially supported:  Yes or  No**

If Yes, the product name mentioned in the abstract or presentation is:

Instructions: First, list the names of relevant proprietary entities with which you *or your* spouse/partner have, or have had, a relevant financial relationship within the past 12 months. For this purpose, we consider the relevant financial relationships *of* your spouse/partner to be your own. Additionally, disclosure for you and/or your spouse should include any relationships with entities that resell, distribute, and/or market health care products used on or by patients.

Second, describe what you *or* your spouse/partner received (ex: salary, honorarium, etc.). The American Academy of Forensic Sciences does NOT want to know how much you received.

Third, describe your role.

	Nature of Relevant Financial	Relationships (include all that apply)
Commercial Interest	What was received?	For What Role?
<i>EXAMPLE: Company 'X'</i>	<i>Honorarium</i>	<i>Speaker</i>

I do not have any relevant financial relationships with any commercial interests.

My spouse/partner does not have any relevant financial relationships with commercial interests.

**What was received:** Salary, royalty, consulting fee, intellectual property rights, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit.

**Role(s):** Employment, management position, independent contractor (including contracted research), consulting, speaking and [caching, Membership on advisory committees or review panels, board membership, and "other activities" (please specify).

**III. My presentation will include discussion of unlabeled/investigational (non-FDA approved) uses of a product or device:  Yes or  No**

If Yes, then the product/device is:

Product/Device	Manufacturer
_____	_____
_____	_____

Speaker: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Workshop#/Proposal #: \_\_\_\_\_

## OTHER GUIDELINES

1. **Attendance at workshops is by PRE-REGISTRATION ONLY.** AAFS policy does not allow exception for this requirement.
2. **HANDOUTS WILL NOT BE PRINTED ONSITE.** Attendees will be provided a notebook for note taking purposes; however, PowerPoint slide printed handouts will not be provided.
3. The complete set of all electronic originals in PowerPoint presentation format (with the recommended edits of the Program/CE Committee incorporated) must be received no later than January 2, 2023. All speakers are required to provide handouts by the January 2, 2023 deadline date.
4. PowerPoint slide presentations from each presenter and any supplemental handouts materials for your session are due January 2, 2023. Below is the AAFS policy regarding handouts. Please remember that we do not accept PDF files of your PowerPoint presentations; we need the original PowerPoint file. If your presentation includes full-length articles (e.g., journal articles, previously published articles, etc.), we will need copyright permission(s) to accompany them. Most articles are copyrighted by the organization that published the paper (this applies even if you are the lead author on the paper). Because of copyright protection laws, we are required to have the publisher's "Permission to redistribute electronically." This can be accomplished by a simple email from the publisher granting permission; or, for some publishers submitting an official request through a copyright department. If we do not receive the permission, we will not be able to include the article as a distributed item because this can be a costly and serious issue for us (the Academy).

AAFS policy on handouts is that all speakers are to provide PowerPoint presentations and supplemental handout materials as enduring materials and AAFS is required to reproduce the handout materials in electronic format.

Handouts should be emailed to the AAFS Meetings team *in its final version* upon submission, in the correct presenter order, and with the appropriate divisions indicated, etc. Handouts must be emailed as attachments to [abstracts@aaafs.org](mailto:abstracts@aaafs.org). If electronic files are too large to email, contact the AAFS Meetings team who will provide additional options for transmission. All workshop chairs will receive handout instructions in November. Workshop chairs should forward any handout requirements to the faculty on his/her workshop. Workshop chairs should also coordinate submission of faculty handouts to AAFS staff.

5. If any expenses for non-AAFS members are anticipated, efforts to obtain financial support should be made. To avoid duplication, if you plan to search for corporate sponsors, the companies must be listed on page 70 as well as the Agreement for Commercial Support form (see page 82) completed and submitted to AAFS by the deadline date included on the form.
6. Any correspondence regarding this workshop **MUST** be copied to the Academy Office.
7. All deadlines are **FIRM** with no extensions.
8. The workshop chair, co-chair, and speakers may not invite unregistered participants, speakers, or guests to attend the workshop. Guests, spouses, students, and/or assistants will not be allowed to monitor, to audit, and/or to provide support in the session. Only listed faculty members will be allowed in the session without registering and paying for the session. Registered attendees are checked in at the door of the event.
9. To receive continuing education credit for the meeting, speakers are required to register for the Annual Meeting.

**SUBMITTING YOUR PROPOSAL** – To ensure that your workshop proposal is complete and submitted on or before the August 1 deadline, ***you must submit the workshop proposal through the online abstract submission system.*** The system is set up to ensure that all the data required is entered (e.g., faculty, CVs, financial disclosures, financial considerations, proceed information, reviewing section, special instructions, etc.).

Because of Continuing Education and Accreditation reasons, you must submit the Workshop Proposal through the AAFS Online Submission system. The requirements for the successful submission of workshop proposals are more strenuous than submitting an abstract for oral or poster presentations and will take additional time. Please start the process early to ensure you meet the August 1 submission deadline. In addition, please be aware that these sessions have stricter requirements for educational content rather than commercial content. This workshop proposal document will aid you in gathering all of the required information/items before accessing the online system. If there are issues during the online submission process, please do not hesitate to give us a call – we will walk you through what is needed to get the step/submission completed.

## AAFS FINANCIAL POLICIES OF CONDUCTING WORKSHOPS

### GENERAL

It is the policy of the American Academy of Forensic Sciences that all workshops conducted during its annual meeting are AAFS functions and are presented in accordance with the overall policies and procedures established for the annual meeting by the Board of Directors. Workshops are conducted as **INCOME-GENERATING** functions and are conducted primarily for two purposes: (1) to provide a quality educational experience for registrants; and, (2) to assist in off-setting the overall annual meeting expenses. To present a workshop is considered a privilege as well as an opportunity for a workshop organizer to contribute meaningful information to his/her colleagues, thereby contributing to the betterment of the entire Academy.

The sponsorship by an outside entity will be acknowledged if the entity made a significant contribution in producing the workshop. The entity will be acknowledged as a sponsor in the *Advance Program*. The promoting of a specific product during the course of conducting a workshop by a sponsor is not permissible. The revenue generated from the conducting of a workshop during the Academy's annual meeting is considered Academy income. The distribution of income to any source other than an AAFS section or the Forensic Sciences Foundation Endowment Fund is prohibited unless approval has been requested and received by the AAFS Board of Directors.

Projected income to be earned from ALL workshops shall be determined annually by the Executive Committee during its interim meeting. A concerted effort shall be made to minimize the expenses incurred from conducting a workshop while maximizing the revenue generated without jeopardizing a quality presentation.

### SELECTION OF TOPICS

The incoming President shall appoint a Workshop Chair to be responsible for soliciting and reviewing all workshop proposals. All proposed workshops to be considered must be submitted to the Academy headquarters on the Workshop Proposal form. The Workshops Chair shall select potential workshops based on information provided by the proposal form, i.e., substance, target audience, projected number of workshop registrants, anticipated expenses, availability of sponsorship, etc. Assistance from the Program Chair and/or the President is appropriate.

### RESTRICTIONS

For Workshops/Seminars/Multidisciplinary Symposium

- ❖ The section may implement registration restrictions for section sponsored workshops in order to meet the continuing education needs of AAFS members. This restriction may apply until January 15 prior to the annual meeting. (Board of Directors, February 13, 1995)
- ❖ Workshops must be chaired by a Chair and Co-Chair, both members of the AAFS. Proposals will no longer be accepted with a single Chair.
- ❖ The AAFS has the sole authority to cancel a workshop. The primary factor that must be determined prior to cancellation is projected attendance and income generation. Other factors may include: (1) availability of speakers; (2) space at the conference center; and, (3) withdrawal of previously committed commercial sponsorship fees.
- ❖ Workshop Chairs may impose workshop prerequisites. However, restricting access to a workshop because these prerequisites have not been satisfied is prohibited.

### SETTING THE FEES

The setting of workshop fees generally occurs in the month of September, prior to the annual meeting. Once the proposals have been reviewed and topics are recommended by the Workshop Program Chair, the Executive Director shall perform a projected cost analysis for each proposed workshop. The factors that are considered include:

(1) Length of workshop; (2) Audio visual requirements; (3) Projected number of registrants; (4) Refreshment breaks; (5) The number and quality of special reproduction of handout material; (6) Non-member expenses; (7) Special equipment; and, (8) Section income (see below), if any has been requested.

Also considered in the cost analysis of a proposed workshop is the commitment of financial sponsorship obtained by a workshop organizer that may off-set the expenses outlined above.

After a cost analysis is completed, the Executive Director shall propose three fee schedules that provide a range of "low, mid, high" registration fees. HOWEVER, a combination of any fees that are set shall not fall below the projected fiscal year workshop income as approved by the Executive Committee.

The options are then forwarded to the TREASURER who reviews each proposed workshop and the cost analysis. Keeping in mind that workshops are income-generating functions of the Academy, and that a specific amount of income generated by workshops was approved by the Executive Committee, a fee is determined. "Workshop Only" (registrants attending only a workshop and not the remainder of the annual meeting) fees are determined at this time as well. The workshop titles, descriptions, and fees are then published on the official conference website, Academy News, and any other document used for the purpose of promoting the Academy's annual meeting.

**NOTE: After workshop fees are established, no additional expenses will be approved.**

## **WORKSHOP SECTION INCOME**

If information presented during a workshop is limited to the benefit of primarily one or two professions represented by sections of the Academy, those SECTION CHAIR may request IN WRITING that a percentage of the revenue generated be allocated to the section's operating budget. This percentage is determined by the cost of the workshop, the level of sponsorship funds committed to the Academy, if any, and if the request is received PRIOR to the Executive Director and Treasurer reviewing workshop fees. The method for determining income earned by a section is as follows:

- If one or two sections are sponsoring a workshop and commercial sponsorship is obtained to underwrite 100 percent of the expenses of that workshop, then 60 percent of the net revenue belongs to the Academy and 40 percent belongs to the section. If more than two sections sponsor a workshop, the target audience is considered to be "the Academy in general" and all net revenue generated from the workshop belongs to the Academy.
- If workshop organizers are successful in obtaining commercial sponsorship to underwrite 50 percent or more of the expenses, then 75 percent of the net revenue generated belongs to the Academy and 25 percent belongs to the section.
- If workshop organizers are successful in obtaining commercial sponsorship to underwrite up to 50 percent of the expenses, then 90 percent of the net revenue generated belongs to the Academy and 10 percent, not to exceed \$10 per attendee, belongs to the section.

Workshop income generated by a section is allocated during the next fiscal year. For example, if a workshop is conducted in 2022 and income was requested by the Section Chair to be returned to the section, the income will be allocated during the fiscal year of 2023.

Requests that are received from Workshop Chair that result in unnecessary expenses AFTER the fee is set shall result in reduced income to the section. Examples of unnecessary expenses are T-shirts, mouse pads, lunch for participants, extensive refreshment breaks, etc.

## NON-MEMBER PRESENTER EXPENSES

The expenses of non-AAFS member workshop presenters may be reimbursed if requested in the workshop proposal. These expenses should be identified prior to the Treasurer setting the workshop fee. Requests for reimbursement of pre-approved expenses by non-member presenters must be received in the AAFS office no later than March 30 of the calendar year in which the workshop was held. In addition, reimbursement of expenses will be made in U.S. dollars.

- ❖ If approved, the Academy will pay for hotel room nights of a non-member workshop presenter on the following schedule:

Half-Day Workshop – 1 Night  
Full-Day Workshop – 2 Nights  
Two-Day Workshop – 3 Nights

- ❖ If approved, airfare will be reimbursed at the coach rate and must be reserved at a minimum of 21 days prior to travel to afford the lowest possible air fare. Any deviation resulting in a higher airfare will result in the difference being subtracted from section revenue. Unless previously approved by AAFS staff, travel must be booked through AAFS's travel portal, TripEasy, in order to comply with travel guidelines.
- ❖ If approved, per diem shall be reimbursed based on the following schedule:

Half-Day Workshop – 1 Day  
Full-Day Workshop – 2 Days  
Two-Day Workshop – 3 Days



- ❖ AAFS will waive the basic Annual Meeting registration fee for all invited non-member presenters of a special session.

#### RESTRICTION OF ATTENDANCE IN WORKSHOPS

For Workshops/Seminars/Multidisciplinary Symposium

- ❖ The section may implement registration restrictions for section sponsored workshops in order to meet the continuing education needs of AAFS members. This restriction may apply until January 15 prior to the annual meeting. (Board of Directors, February 13, 1995)
- ❖ Workshops must be chaired by a Chair and Co-Chair, both members of the AAFS.
- ❖ The AAFS has the sole authority to cancel a workshop. The primary factor that must be determined prior to cancellation is projected attendance and income generation. Other factors may include: (1) availability of speakers; (2) space at the conference center; and, (3) withdrawal of previously committed commercial sponsorship fees.
- ❖ Workshop Chairs may impose workshop prerequisites. However, restricting access to a workshop because these prerequisites have not been satisfied is prohibited.

#### ENDURING MATERIALS (ELECTRONIC HANDOUTS) FOR AAFS SESSIONS

Because AAFS receives accreditation for continuing education and are able to offer CE credits to our attendees, we are required to review the content of the handouts before they can be given out as “enduring materials” for the workshop. In 2007, AAFS changed its policy regarding the reproduction of enduring materials. **AAFS will reproduce and distribute electronically all handout materials to the AAFS meeting after final review is completed.** As an example, handouts will be reviewed for health-care related product images, trade name references, pharmaceutical references, logos, etc. that would conflict with accreditation policies.

**PowerPoint presentations from each presenter as well as any supplemental handouts for your session are due January 2, 2023.** Below is the AAFS policy regarding presentations/handouts. Please remember that we do not accept PDF files of your PowerPoint presentations; we need the original PowerPoint file. If your presentation includes full-length articles (e.g., journal articles, previously published articles, etc.), we will need copyright permission(s) to accompany them. Most articles are copyrighted by the organization that published the paper (this applies even if you are the lead author on the paper). Because of copyright protection laws, we are required to have the publisher’s “Permission to redistribute electronically.” This can be accomplished by a simple email from the publisher granting permission; or, for some publishers submitting an official request through a copyright department. If we do not receive the permission, we will not be able to include the article as a distributed item because this can be a costly and serious issue for us (the Academy).

AAFS policy on handouts is that all speakers are to provide handout materials as enduring materials and AAFS is required to reproduce the handout materials.

PowerPoint presentations and handouts should be submitted to the AAFS Meetings Team in its final version upon submission, in the correct presenter order, and with the appropriate divisions indicated, etc. Any reprinted material must include a copyright release from the original source. Reprinted material that does not include the copyright release will not be included in the electronic handout. Electronic handouts will be provided to attendees in a single, pdf file.

#### BOARD REVIEW OF POLICY

The policies of conducting workshops set forth in this document are subject to continual review by the AAFS Board of Directors.



**BY SUBMITTING THIS WORKSHOP PROPOSAL TO AAFS, YOU ARE AGREEING TO COMPLY WITH ALL AAFS POLICIES AND DEADLINES REGARDING CONDUCTING WORKSHOPS. I understand not complying with the AAFS Policies may result in cancellation of session if approved for the program.**

**Workshop Chair Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## AGREEMENT FOR COMMERCIAL SUPPORT OF CONTINUING EDUCATION AMERICAN ACADEMY OF FORENSIC SCIENCES

**PREAMBLE:**

The American Academy of Forensic Sciences (AAFS) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education (CME) for physicians. The ACCME Standards for Commercial Support of CME describe "appropriate behavior of accredited sponsors in planning, designing, implementing, and evaluating certified CME activities for which commercial support is received." In accordance with these Standards, AAFS has established a policy requiring commercial companies supporting CE activities, sponsored by AAFS, to sign an *Agreement for Commercial Support of Continuing Education*.

**AGREEMENT:**

In accordance with the terms of this Agreement, the undersigned agrees to: (1) abide by the ACCME's Standards for Commercial Support of CME; and (2) acknowledge support from the commercial company in program brochures and other program materials.

The commercial company also agrees to: (1) abide by the ACCME Standards for Commercial Support of CME and AAFS' Commercial Support Policy and Disclosure Statement (reverse side); and (2) conduct its activities in full compliance with the Standards and institutional policy in consideration for being identified as a commercial supporter and/or exhibitor of the following program.

CE Activity: Workshop Financial Support – Submission #

Course Date / Location: \_\_\_\_\_

**The Commercial Company identified below agrees to provide the following support for this CE activity:**

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Unrestricted Educational Grant:   | \$ _____        |
| <input type="checkbox"/> Restricted Educational Grant:   | \$ _____        |
| <input type="checkbox"/> In Kind Support: Describe: _____  | \$ _____        |
| <input type="checkbox"/> Speaker: _____<br>( ) all expenses / ( ) travel only                                      | \$ _____        |
| <input type="checkbox"/> Catering Function: _____<br><span style="margin-left: 150px;"><i>Specify Event</i></span> | \$ _____        |
| <input type="checkbox"/> Other: _____<br><span style="margin-left: 150px;"><i>Describe</i></span>                  | \$ _____        |
| <b>Total:</b>  | <b>\$ _____</b> |

**NOTE:** With the exception of Educational Grants, all support is to be paid to AAFS. All funds must be sent to AAFS for processing and distribution. AAFS prohibits direct payments to speakers, planning committee members, teachers or authors, joint sponsor, or any others involved in an activity.

**AGREEMENT**

This Agreement is to be completed and signed by the Course Director or Commercial Company Representative. The completed, signed, original Agreement is to be returned to:

**American Academy of Forensic Sciences  
410 North 21<sup>st</sup> Street  
Colorado Springs, CO 80904**

The original Agreement will be maintained at AAFS headquarters.

Course Director / Commercial Company Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Supporter Signature: \_\_\_\_\_ AAFS Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline to return this Workshop Commercial Support Agreement for the AAFS Meeting is August 1, 2022.**

## AAFS COMMERCIAL SUPPORT

### POLICY AND DISCLOSURE STATEMENT

The Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support of CME (Section 7a) require that *"An accredited sponsor (AAFS) shall have a policy requiring disclosure of the existence of any significant financial interest or other relationship a faculty member or the supporter has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation. All certified CME activities shall conform to the policy."*

#### POLICY:

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

**Control of Program Content and Selection of Presenters and Moderators:** The AAFS Program Committee (AAFSPC / Support of the Educational Activity) is responsible for control of content and selection of presenters and moderators. The Company agrees not to direct the content of the program. The Company or its agents will respond only to Supporter-initiated requests for suggestions of presenters or sources of possible presenters. The Company will suggest more than one name (if possible), provide speaker qualifications, disclose financial or other relationships between Company and speaker, and provide this information in writing. The Supporter will record the role of the Company or its agents in suggesting presenter(s), seek suggestions from other sources and will make selection of presenter(s) based on balance and independence.

**Definition of "Conflict of Interest":** A "conflict of interest" is defined as an affiliation, relationship, or financial interest in or by an organization(s) that has or potentially has a direct interest in the subject matter of a presentation. Conflicts of interest are not inherently bad or wrong.

**Disclosure of Financial Relationships:** At the time of the program, the AAFSPC will ensure meaningful disclosure to the audience of: (1) Company funding; and, (2) any significant relationship between the Presenter (e.g., grant recipient) and the Company or between individual speakers or moderators and the Company.

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

**Ancillary Promotional Activities:** No promotional activities will be permitted in the same room or oblique path as the educational activity. No product advertisements will be permitted in the program room.

**Objectivity and Balance:** The AAFSPC will make every effort to ensure that data regarding the Company's products (or competing products) are objectively selected and are presented with favorable, unfavorable information, and balanced discussion of prevailing information on the product(s) and/or alternative treatments.

**Limitations on Data:** The AAFSPC will ensure, to the extent possible, meaningful disclosure of limitations on data (e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion).

**Discussion of Unapproved Uses:** The AAFSPC will require that presenters disclose when a product is not approved in the United States for the use under discussion.

**Opportunities for Debate:** The AAFSPC will ensure meaningful opportunities for questioning or scientific debate.

**Independence of Supporter in the Use of Contributed Funds:** The funds should be made payable to the American Academy of Forensic Sciences. Educational grants may be unrestricted (e.g., programming) or restricted (e.g., faculty support, financially supported events, etc.). All other support associated with this CE activity (e.g., distributing brochures, preparing slides, etc.) must be given with the full knowledge and approval of the local CE Monitor. AAFS prohibits direct payments to program chairs, faculty, or others involved with the CE activity (e.g., additional honoraria, extra social events, etc.).

#### Procedures for Processing Payments:

1. AAFS will not process any support that is received without an executed Commercial Support Agreement (CSA). AAFS will request the supporter to provide the required documentation. If not provided within a designated timeframe, AAFS will return the funds to the originator.
2. Once CSA documentation is provided, AAFS will countersign the agreement and return it to the supporter with a letter confirming the intended use of the support.
3. It is the policy of AAFS that for all supported (formerly "sponsored") functions, all funds and monetary payments must be processed through AAFS. AAFS also maintains the policy prohibiting payments of honoraria to speakers (see Policy & Procedure 3.1.6.2). All Program Committee positions are voluntary positions and payment for services relating to the selection of presentations is prohibited. For 2014, the AAFS Commercial Support Agreement indicates, *"NOTE: With the exception of Educational Grants, all support is to be paid to AAFS. All funds must be sent to AAFS for processing and distribution. AAFS prohibits direct payments to speakers, planning committee members, teachers or authors, joint financial supporters, or any others involved in an activity."* (See Attached Evidence).