**INSTRUCTIONS:**

**1) Fill in the Blanks to the right of the shaded areas below.**

**2) Check the Boxes next to each paragraph to indicate that you have read and accepted the terms of this agreement.**

**3) Sign and Date at the bottom.**

**4) Fax (212) 870-8128 or Email (baubel****@nyee.edu****) the completed form to CME Coordinator Barbara Aubel one month prior to**

 **the course date. Thank you!**

|  |  |  |  |
| --- | --- | --- | --- |
|  **CME Activity Title** |  | **Format** | **\_X Live**  |
|  **Activity Location**  |  | **Activity Date** |  |
| **Name of Exhibitor**  |  | **Exhibitor Fee** |  |
| **Address** |  |
| **City, State, Zip** |  |
| **Contact Person\*\*** |  | **Email Address** |  |
| **Phone**  |  | **Fax**  |  |

[ ]  Exhibitor agrees to abide by the Updated ACCME Standards for Commercial Support ([www.accme.org](http://www.accme.org)), the Department of Health and Human Services’ Office of the Inspector General, [www.oig.hhs.gov](http://www.oig.hhs.gov), by the code of the Pharmaceutical Research and Manufacturers of America (PhRMA), [www.Phrma.org](http://www.Phrma.org), and the American Medical Association Code of Medical Ethics on Gifts to Physicians from Industry https://www.ama-assn.org/delivering-care/gifts-physicians-industry

**This letter will serve as the written agreement by all parties named above that this CME Activity is to be educational and non-promotional.**

**4.1** Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.

**4.2** Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME. For **live, face-to-face CME**, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.

**4.3** Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.

**[ ]** In connection with your participation, ICME asks that you sign and return a copy of this agreement acknowledging that you agree to hold ICME, its officers, directors, employees, and agents harmless from any liability, damages, or costs (including reasonable attorney’s fees) that may arise as a result of the acts or omissions of officers, directors, employees, agents exhibiting at the CME Conference.

[ ]  Advertising in any manner by any firm not an exhibitor is not permitted. Subletting of space is not permitted.

[ ]  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 are a supplement to the CME activity. For an Exhibit to be accepted by ICME, the technology, product or service must be related in some way to the practice of medicine and relate to the topic of the activity. ICME may forbid installation or require removal of an exhibit unrelated to the medical field, unprofessional in nature or inappropriate in any way.

[ ]  Distribution of any medication samples (i.e. anything that has a potential therapeutic effect) is not allowed.

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

 **Exhibitor Contact Person\*\* (**listed above)

**Accredited Provider: New York Eye and Ear Infirmary of Mount Sinai**

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

Kimberly A. Corbin, CHCP

Director, Institute for Continuing Medical Education

New York Eye and Ear Infirmary of Mount Sinai

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