



Educational Support Materials

I. Purpose

Visual presentations, handouts and other educational support materials are essential components of quality continuing medical education. Providing such materials in advance of the meeting serves several purposes that are integral to the success of the educational event:

- Help the learner choose between the various educational sessions in order to identify those that best meet their needs
- Enable staff to provide attendees with concrete information about educational sessions
- Moderators use this information to coordinate sessions to avoid duplication of content and support objectives
- Peer review of content to ensure independence from commercial bias and valid CME content
- Support the learning process before, during and after the actual conference

I. Educational Support Materials

Presenters giving a formal lecture should submit a PowerPoint presentation (preferred by meeting attendees) and/or a Word document summary. Note: it is the faculty member's responsibility to follow all copyright and fair use guidelines (see section IV. below).

PowerPoint Presentation

- Title slide to include lecture title, your name, institution, and location
- Disclosure slide (mandatory for all, if no relationships or off-label content to disclose, then indicate "none")
- Learning objective(s)
- Reference slide

Word Document Summary

- Title page (no header) to include the lecture title, faculty name, institution, and location
- Disclosure information (mandatory for all, if no relationships or off-label content to disclose, then indicate "none")
- Learning objectives
- Summary of key concepts
- References
- Single spaced; 11 point; Times New Roman
- Do not number pages or use headers or footers
- Limit to 5 pages total

Problem-Based Learning Discussion



The following should be included in a document that will be distributed approximately three weeks prior to the meeting via e-mail to registrants or at the door for late registrants:

- ~100 word core topic/case study
- several questions that may be covered in the session
- 4-6 references

Workshops (all types and formats)

Generally speaking, workshop formats vary and are interactive with minimal content to be presented via traditional lectures. It is the responsibility of the Education Planning Committee and session Moderators to identify the educational objectives, curriculum to be presented, and any specific faculty responsibilities regarding educational support materials

II. Conflict of Interest Resolution

If submitting a text submission only as a support material, a presentation may still be requested for peer review and conflict of interest resolution. The presentation will not be released as a course material without faculty approval.

III. Copyright Guidelines

It is not uncommon that copyrighted materials be included in educational materials. Although limited use of limited portions of copyrighted materials of others may be permissible under applicable copyright law, it is the policy of BCH to exercise the utmost effort to respect the proprietary rights of authors and other creators of medical education works in BCH sponsored activities. Therefore, the following guidelines apply to all educational materials:

- The materials will be used for educational purposes only
- There will be no commercial use or commercial reproduction of the educational materials
- Access to materials will be restricted to meeting participants and BCH organizational staff only
- All intellectual property and copyrights are retained by the author and/or copyright owner and are not transferred to BCH or any third party
- All copyrighted material used in educational support materials must be appropriately cited and referenced
- Proper citation, referencing, copyright permission (including associated costs) are the responsibility of the faculty member

Fair Use Provision of the Copyright Law

In most cases, fair use provisions of the copyright law allow for limited copying or distribution of published works without the author's permission. There are no explicit, predefined, legal specifications of how much and when one can copy. However, if the following are true, then fair use will likely apply:



- Purpose is criticism, comment, parody, news reporting, teaching, scholarship or research
- The original work is mostly fact (not fiction or opinion)
- The original work is rightfully published
- Presenter including only a small portion of the original work
- The use of the original work is in accordance with the generally accepted standards and the work is only cited to the extent necessary
- Presenter is contributing substantial new content
- Inclusion of the copyrighted work in the educational materials does not negatively affect profits for the copyright owner (use is non-commercial and does not displace potential sales)
- The original work shall be appropriately cited and referenced

The copyright fair use provision explicitly provides for educational use of copyrighted material in a live teaching or classroom setting. Additionally, fair use allows for inclusion of copyrighted materials in enduring materials (handouts, website, flash drive, syllabi, etc.) when such materials are being used to support the educational process and distribution is restricted to the learner audience.

Permissions to Include Copyrighted Materials

It is the faculty member's responsibility to assess whether fair use applies. If it does not, it is the faculty member's responsibility to acquire and document the necessary permissions. Additionally, non-published or preliminary data (not owned by the presenter) cannot be presented without written permission of the primary investigator who owns that data. Although not required at submission of materials, the faculty member must be able to produce the written permissions upon request.

IV. Patient Protected Health Information

The faculty member is responsible for ensuring that no patient Protected Health Information is included in the submitted materials without the patient's written permission, or that such materials have been thoroughly de-identified. Although not required at submission of materials, the faculty member must be able to produce the written permissions upon request.

V. Format and Accessibility

Website Accessibility

All submitted educational support materials will be provided to learners in PDF format on the BCH website. Materials will be available online for up to one year after the event. Printed handouts will be used only in limited circumstances when necessary to support the live learning experience. The website with the educational content will include the following wording on the top of the page:

"Educational support materials are available to meeting participants online prior to, during, and after the meeting (up to one year) for educational purposes only. Access to particular content is provided



based on meeting registration and is password protected. Distribution is limited and none of the materials should be further distributed or reproduced.”

General Meeting Sessions

Refresher Course Lectures, General Sessions, Parallel Sessions, Pro-Con Debates, and any other sessions that fall under the umbrella of the meeting as a whole will be made available to all meeting attendees.

Additional Sessions

Workshops, Special Sessions, and any other sessions that require an additional fee will be made available only to registrants who have paid for the session. They will receive a separate password for access to this material.

VI. Faculty Agreement

Upon acceptance of the invitation to participate, faculty will complete a form on the “Speaker’s Portal” agreeing to the following:

I agree to provide the educational support materials as outlined in the BCH Educational Support Material policy. This permission is granted based on BCH assurance that these materials will be used for educational purposes only, with no commercial use/reproduction allowed, and that access to the materials will be restricted to meeting participants from this meeting and organizational staff only. Materials will be available on the meeting website for one year. Intellectual property and copyrights are retained by me and/or the copyright owner and are not transferred to BCH or any third party. By signing this form, I agree to any such reproduction and agree to include proper citation/referencing, obtain any necessary copyright permission(s), assume all costs for obtaining said permissions, remove any unauthorized patient Protected Health Information, and/or patient permission approval, as necessary.

(Faculty name, date, and electronic signature)

VII. Resources

Copyright Basics <http://www.copyright.gov/circs/circ01.pdf>

Fair Use Scenarios and Q&A <http://poly.libguides.com/content.php?pid=59733&sid=442218>