Dear [insert speaker name]:

Thank you for your participation as a speaker/presenter in the [program title] program on [date]. We appreciate your time.

All speakers are required to read the following documents and submit the **Declaration of Conflict of Interest Form** and **Presentation Declaration** to the [administrative contact]by [enter date].

We make special note of the Office of Professional Development at Queen’s expectation that speakers, presenters, moderators, and committee members will consistently conduct themselves in a manner that advances inclusion and equity through the use of non-discriminatory language, teaching, and content. We urge speakers to make decisions through this lens and make every effort to have their presentations reflect the aspiration of a cosmopolitan, inclusive Canadian society. Additionally, we have attached the following templates and resources for your convenience:

[ ] Declaration of Conflict of Interest/Presentation Declaration Form: *to be completed, signed and returned*

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[ ] Template Disclosure Slides: *to be completed and included in your presentation slide deck*

[ ] Sample Objectives slide: *to be included at the beginning of your presentation*

[ ] Sample Pearls slides: *(optional) to be included at the end of your presentation*



[ ] Style Guide: Equity, Diversity, and Inclusion:[*https://healthsci.queensu.ca/academics/edi/style-guide*](https://healthsci.queensu.ca/academics/edi/style-guide)

Please refer to the conflict of interest policies, guidelines on copyright, and CPD content and logo usage policy on the CPD website to ensure your familiarity with and adherence to them. <https://healthsci.queensu.ca/faculty-staff/cpd/about/policies>

In adherence with the 2004 Personal Health Information Protection Act (PHIPA), please de-identify any patient cases used in your presentation. For further information, please visit <https://www.ontario.ca/laws/statute/04p03>.

Please feel free to call us at [administrative contact phone number] or e-mail us at [administrative contact email address] if you have any questions.

Thank you for your support and participation.

Yours sincerely,