



**Queen's**  
UNIVERSITY

## **HEALTH SCIENCES Professional Development and Educational Scholarship**

[Note: Insert/replace the above letterhead with the organization letterhead]

[Date]

[Speaker name and credentials, MD, RN, etc. ],

Title

Department

Dear Dr. \_\_\_\_\_,

On behalf of [name of hosting organization], we wish to thank you for your participation in the upcoming [name of program]. The [name of program] will take place on [date] from [time] at [location or virtual platform with link to follow]. The learning objectives are outlined below:

At the end of the program learners will be able to:

- [insert learning objectives compliant with Accreditation here] j
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Please send through your disclosure slides, objective slides and draft presentation by [insert date in advance of event]. All speakers are also required to sign the attached Declaration of Conflict of Interest Form by [insert date: one month - or 2 weeks in advance of program]. [If recorded or a virtual platform: As the program will be a Hybrid format and recorded over Zoom, all speakers are required to sign the attached Recording Consent form.

We make special note of the expectation from the Office of Professional Development and Educational Scholarship 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.

Below are the following templates and resources for your convenience. All speakers are also required to read the following documents:

Declaration of Conflict of Interest/Presentation Declaration Form (*attached*)

Style Guide: Equity, Diversity, and Inclusion: <https://healthsci.queensu.ca/academics/edi/ediia-initiatives-guides/style-guide-equity-diversity-and-inclusion>

Please refer to the conflict of interest, copyright, privacy and confidentiality policies, and CPD content and logo usage policy on the OPDES website to ensure your familiarity with and adherence to them: <https://healthsci.queensu.ca/opdes/about-opdes/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 contact us if you have any questions.

Thank you for your support and participation.

Yours sincerely,

Insert signature

Insert name, title and organization