



# Guidelines for Presenting Mainpro-M1 Accredited Ancillary Sessions [formerly satellite symposia] at Family Medicine Forum

Revised March 2015

The College of Family Physicians of Canada is pleased to offer the opportunity to hold Mainpro-M1 accredited ancillary sessions at Family Medicine Forum (FMF) 2015, November 12–14, 2015 at the Metro Toronto Convention Centre, in Toronto, Ontario. Please consult the following pages for detailed guidelines, key dates, and procedures for presenting an accredited ancillary session at FMF.

<https://www.eiseverywhere.com/eselect/82068>

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The College of Family Physicians of Canada (CFPC) is pleased to offer the opportunity to hold Mainpro-M1 accredited ancillary sessions (formerly known as satellite symposia) at Family Medicine Forum (FMF) 2015. This year's FMF takes place November 12 - 14 at the Metro Toronto Convention Centre in Toronto, Ontario.

FMF 2015 combines the annual scientific assemblies of the CFPC and the Ontario College of Family Physicians, and the annual session of the CFPC's Section of Teachers and Section of Researchers. We expect that approximately 4,500 family medicine clinicians, teachers, researchers, residents, and students will participate in this important conference.

FMF 2015 offers up to 14 hours of continuing professional development (CPD) to providers for M1-accredited ancillary sessions during these three days: four morning slots, six lunchtime slots, and four afternoon (dusk) slots.

Changes were introduced in 2014 to bring the provision of these sessions into alignment with the CFPC Board of Directors' objectives for the CFPC's relationship with the health care/pharmaceutical industry.

## Ancillary Sessions - a quick summary

What are Ancillary Sessions?

Ancillary Sessions at FMF take the place of Satellite Symposia that were presented at past FMF events.

Like Satellite Symposia, these sessions:

- Are pre-accredited Mainpro M1 activities
- Take place outside of the times scheduled for other FMF accredited learning activities and offer registrants the opportunity to earn additional M1 credits.
- Provide funding to the CFPC to support the FMF Scientific Program

Ancillary Sessions are different from Satellite Symposia in that:

- Sessions and speakers are selected by the FMF SPSC
- Program and speaker evaluations are overseen by the FMF SPSC
- Speakers are paid by FMF SPSC
- Except for Conflict of Interest declaration, programs will not be identified with any sponsoring group.
- Food and beverage menu selections will match convention menus and the costs will be covered by the FMF registration fees.

Why did we make this change?

- To bring the provision of these sessions into alignment with the CFPC Board of Directors' objectives for the CFPC's relationship with the health care/pharmaceutical industry
- To eliminate the linking or alignment of a sponsor's name to a specific educational session within an accredited group learning activity (tagging).

Why are Ancillary Sessions being included in the FMF program?

These sessions are meant to:

- Add to the accredited learning available to members who attend FMF
- Increase revenue, enabling more reasonable registration fees for all attendees.

How will the FMF Scientific Planning Committee ensure that these programs are unbiased and of the highest educational quality?

The FMF SPSC recognizes the likelihood that most programs that are proposed for presentation as Ancillary Sessions will have been developed utilizing financial and logistical support from commercial sources. This sets this part of the FMF educational program apart from other elements. For this reason, the Committee recognizes its responsibility, on behalf of members that will be attending these sessions, to ensure that program content, speaker oversight, content delivery and session evaluation are aligned to produce learning that is scientifically sound and free from bias and product promotion. The FMF SPSC aims to accomplish this by:

- Selecting programs whose content addresses pre-identified learning needs
- Selecting only educational programs that have been reviewed and accredited by CFPC for Mainpro M1 credits.
- Selecting and paying speakers
- Approving the Conflict of Interest declaration regarding the program and speaker, including approval of measures to mitigate potential conflicts
- Developing, administering and analyzing program and speaker evaluations
- Collaborating with CFPC's National Committee on Continuing Professional Development (NCCPD) in a real-time audit of the quality, scientific validity, and presence or absence of bias in ancillary Sessions when they are presented.
- Sharing the NCCPD's audit report on Ancillary Programs and speakers on the members' section of the CFPC website.

Please read the following guidelines carefully. They apply to M1-accredited ancillary sessions to be held at FMF 2015.

## IMPORTANT Key Points for FMF 2015

The Application Fee will be \$20,000 for dawn and dusk (breakfast or dinner) session times and \$37,000 for luncheon session times.

Ancillary Sessions must be M1 accredited. For additional information on CFPC accreditation guidelines, please refer to [A Guide to MAINPRO® Accreditation](#).

Each submission must include the name of the session (title), learning objectives and abstract. The abstract should be written in the language that will be used during the actual presentation. More than one title may be submitted by the same provider.

If the FMFSPSC accepts the session then time slots will be offered to the provider based on the overall design of the scientific program. We encourage providers to indicate preferred time slots.

The FMFSPSC will choose the speakers and moderators for the ancillary sessions. Providers will be invited to submit recommendations to the FMFSPSC.

Speakers and moderators will receive an honorarium and expenses reimbursement from the CFPC according to FMF Ancillary Session speaker policy. The supporting organization may not pay additional fees to the speakers and moderators.

### ADDITIONAL KEY POINTS

The dates in this document allow for review and printing deadlines.

**The Call will remain open until August 31<sup>st</sup> . Late submissions must be pre-accredited sessions.**

**The CFPC cannot promote the ancillary session in the printed or online version of the *Preliminary Program* until it has received confirmation of the provider's submission for National M1 accreditation through the [QuickConnect](#) online application system.** With the upcoming transition from Mainpro to Mainpro+ scheduled for launch on July 1<sup>st</sup>, 2015, any questions around programs submitted and/or grandfathered into Mainpro+ should be directed to the CPD Accreditation Manager, Jessica Black at [jblack@cfpc.ca](mailto:jblack@cfpc.ca).

Accepted session presentations must include the prescribed conflict of interest slides.

All promotional materials must be submitted to CFPC for approval and ethical review before they are produced. Promotional material must comply with the guidelines for MAINPRO® program invitations, brochures, and other materials. For details, please refer to [A Guide to Mainpro Accreditation](#) (available at [www.cfpc.ca/CPDProvidersandPlanners/](http://www.cfpc.ca/CPDProvidersandPlanners/)).

If providers choose to supply session handouts (reviewed as part of ethical review), they will be made available to delegates on the FMF website under Handouts/Archive. See deadline dates in Appendix A.

CFPC will send periodic email communications to the provider's designated contact, to request specific information, to offer advice on upcoming deadlines, and to answer frequently asked questions. The FMF [Online Program](#) page will be active in July and will be updated frequently.

All ancillary sessions will be audited for content bias by members of the CFPC National Committee on Continuing Professional Development (NCCPD) or other College representatives trained in the auditing process, and results of the audit will be made available to session organizers.

The NCCPD will implement a common evaluation format for use by all ancillary sessions' participants, to be administered online via the FMF/CFPC mobile app. Collated/summarized evaluation results will be made available to session organizers shortly after the event.

Provider will use the official suppliers to FMF for audiovisual, bar code scanning and decorating.

The CFPC will order and pay for the food and the menus will match those for other meals served at the meeting. Afternoon (dusk) selections will not be full meals.

CFPC will provide a basic audiovisual setup of one screen, one projector, and one standard microphone. Changes to the basic audiovisual setup or additional requirements will be the responsibility of the provider and should be arranged directly with the official audio visual supplier.

## Invited topics for FMF 2015

We are happy to consult with potential program providers in the development stage to ensure that their proposal meets the learning needs of the FMF audience.

## Application Process

*The Call for ancillary sessions is available online at <https://www.eiseverywhere.com/eselect/82068> or through the link on the FMF website at: <http://fmf.cfpc.ca>*

Each submission must include the name of the session (title), learning objectives and abstract. The abstract should be written in the language that will be used during the actual presentation. More than one title may be submitted by the same provider.

Titles may be submitted in English or French. Please indicate if the intention is to provide a unilingual presentation or simultaneous interpretation. If the latter then all printed materials and handouts must be available in both English and French.

No submissions will be accepted after August 31<sup>st</sup>.

Applicants are advised to apply for M1 accreditation as soon as the ancillary session abstract application has been accepted. The accreditation application should be submitted through [QuickConnect](#) as soon as possible so that the ancillary session can receive maximum promotional exposure in FMF documents.

Accreditation must be approved by September 15<sup>th</sup> to proceed with presentation at FMF.

## Fees

The fee for each accredited ancillary session is \$20,000\* plus taxes for morning or afternoon (dusk) sessions and \$37,000\* plus taxes for lunch sessions. The total amount is payable to the CFPC within thirty days of final acceptance. \*Subject to change

The CFPC will provide the ancillary session room, basic a/v and room set in addition to providing a conference menu buffet for the attendees at no charge to the sponsoring provider at the official conference properties.

### ADDITIONAL CHARGES

The ancillary session provider or its representative will deal directly with suppliers and be responsible for all additional audiovisual, room set-up changes, and special decorating costs. If the room requires a re-set after the session, these costs will also be the responsibility of the provider, and arrangements should be made with the suppliers for direct billing.

Providers must also be represented in the FMF exhibit hall. The application for exhibit space is available online at [www.cfpc.ca/fmf](http://www.cfpc.ca/fmf).

Providers should ensure that their exhibit space is booked prior to April 30, 2015. Contact Joan Morin, Exhibits Coordinator at [jmorin@cfpc.ca](mailto:jmorin@cfpc.ca) or 905-629-0900 x 1+209. Booth locations will be assigned on May 14<sup>th</sup>, Remaining spaces will be assigned on a first-come first-served basis after that date.

### SPEAKER REMUNERATION

Speakers and moderators will receive an honorarium from the CFPC according to FMF Ancillary Session speaker policy. **The supporting organization may not pay additional fees to the speakers and moderators.**

### CANCELLATION

If an ancillary session is cancelled after June 8, 2015, a 25% cancellation fee will apply. Cancellations made after August 3, 2015 will be subject to a 100% cancellation fee. (No Change).

### RECOGNITION

Providers of FMF 2015 accredited ancillary sessions will be recognized as Family Medicine Forum supporters and their support will count toward Supporter Annual Gem and Continuing Band status. See the recognition grid (Appendix B) for benefits and recognition features.

## Accreditation

The CFPC must accredit all accredited ancillary sessions taking place at FMF 2015. Please consult [A Guide to Mainpro Accreditation](#) (available at [www.cfpc.ca/CPDProvidersandPlanners/](http://www.cfpc.ca/CPDProvidersandPlanners/)) for the most current information on accreditation requirements.

Because FMF is a National meeting, the application should follow the requirements for National accreditation. Accepted ancillary sessions will be exempt from the Provincial ethical review process. All materials shall be submitted to the CFPC National CPD department for review and approval.

For previously accredited sessions, accreditation must be current through to the end of November 2015.

M1 accreditation applications should be submitted through [QuickConnect](#) (<https://quickconnect.cfpc.ca/provider/register/>).

While we will do our best to expedite the accreditation process, we strongly recommend that you allow eight weeks for the review of your application for M1 accreditation. For complete information about Mainpro programs and accreditation procedures, please consult [CPD Providers and Planners](#) in the CPD section of the CFPC website.

All ancillary sessions must have received National M1 accreditation *or been submitted for accreditation* before they can be promoted in the *Preliminary Program*.

All ancillary sessions must have received M1 accreditation prior to September 13<sup>th</sup> to be offered at FMF 2015.

## COMPLIANCE

The CPD provider must ensure that the purpose of any CPD activity it produces is designed primarily to enhance the physician's ability to care for patients without advancing any proprietary interests of a commercial supporter.

Promotional material must comply with the guidelines for Mainpro program invitations, brochures, and other materials. For details, please refer to [A Guide to Mainpro Accreditation](#), available at <http://cfpc.ca/CPDProvidersandPlanners/>.

The program and its planning must comply with the Canadian Medical Association's [Policy on Physicians and the Pharmaceutical Industry \(2007\)](#) and Rx&D's (Canada's Research-Based Pharmaceutical Companies') [Code of Ethical Practices \(2012\)](#).

Because of the prominence of accredited ancillary sessions within the educational opportunities offered to CFPC members at FMF, the CFPC's National Committee on Continuing Professional Development (NCCPD) implement enhanced mechanisms for ensuring high quality, unbiased presentations. The NCCPD and CFPC department of CPD/CE will be available to assist providers and presenters with information and coaching as they plan and develop accredited ancillary sessions.



## CONFLICT OF INTEREST

Effective June 1, 2012, the CFPC requires all presenters and members of planning committees to complete the **Declaration of Conflict of Interest form**. Please refer to the **Quick Tips** document to see the prescribed format for the presenter slides that must form part of the accreditation slide deck.

All ancillary sessions presentations must include three **mandatory conflict of interest (COI) slides**. These can be found in the document entitled [\*Quick Tips: Identification and Management of Conflicts of Interest \(COI\) and Transparency to Learners for Presenters and Planning Committee Members\*](#).

**All ancillary sessions will be audited for content bias** by members of the CFPC NCCPD or other College representative trained in the auditing process. Results of the audit will be made available to session organizers.

## Evaluation Forms and Credit Reporting

Direct credit entry (DCE) of Mainpro-M1 credits is offered as a service to ancillary session attendees. Attendees will also be able to self-report their participation in ancillary session sessions using the FMF/CFPC mobile app or at e-evaluation kiosks located around the facility. Instructions on how to report credits will be shared with ancillary session providers in advance of the conference, and the College will provide template PowerPoint slides to be inserted at the start and end of each session as a reminder on how credits are to be obtained.

A standardized evaluation form will be utilized for all accredited ancillary sessions. Credits will only be awarded upon completion of the e-evaluation using the FMF/CFPC mobile app or e-evaluation kiosks.

Evaluation results will be made available to session organizers shortly after the event.

Every effort will be made to encourage attendees to use the FMF mobile app or on-site electronic kiosks to complete the e-evaluations.

Providers are permitted to distribute their own evaluation forms but this must not take precedence over the official evaluations.

## BADGE SCANNING AND CERTIFICATES OF ATTENDANCE

The CFPC will provide bar code scanners to track attendance at each ancillary session.

Collecting attendee information in this manner will ensure an accurate list of attendees. Providers must advise CFPC by October 19<sup>th</sup> of the names of the provider representatives who will be on-site and the number of scanners needed.

The CFPC shares the ancillary session scanner data with the provider for follow-up activities. The information contained in the electronic file will include the attendee's name, membership category, address, and email address. **Scanners used at ancillary sessions must be returned to the scanner rental**

**company's representative immediately following the ancillary session. These scanners may not be used at the exhibit booth. Scanners that are not returned will be charged to the provider.**

The provider is responsible for preparing Certificates of Attendance for any delegates who are non-members of the CFPC who wish to submit to a different professional certifying body.

Representative(s) for the CPD provider should be on-site for the actual presentation to scan badges, verify attendance, provide information on evaluations and credit reporting, and arrange the delivery of Certificates of Attendance as required.

## Registration

All accredited ancillary sessions attendees must register for at least one day of Family Medicine Forum. Advance registration for accredited ancillary sessions will be handled through the main registration office at the CFPC. We prefer that all provider promotional messages direct registrants to the CFPC. All provider promotional materials must include the phrases listed under [Specifications for Promotional Materials](#).

Recognizing that there can be significant attrition, the CFPC will allow registrations to fit the maximum capacity of the session room and will not move the session to a larger room. We will provide regular registration reports to the provider and will consult with the provider if numbers appear to exceed the provider's preference.

The CFPC will make a list of pre-registered attendees available to the ancillary session organizers on the day of their scheduled event.

### SPEAKER REGISTRATION

Speakers are entitled to a one-day complimentary registration for the day of their presentation at FMF. They will be sent a special promo code for use when they register through the conference registration process as speakers.

### SESSION SUPPORT STAFF REGISTRATION

Providers' personnel and support staff (no registration limit) may register online at no charge. The registration is valid only for the ancillary session.

### EXHIBITOR REGISTRATION

Exhibitor registration is limited to six staff per 10' x 10' booth space (or multiples thereof). Booth staff may not attend the sponsored ancillary session.

### SUPPORTER REGISTRATION

Complimentary convention registrations are available to Supporters based on their Continuing Supporter status. (See Appendix B: Supporter Recognition grid for details).

## Conference Daily Schedule (subject to change)

0700– 0800	Ancillary sessions
0700	Exhibit Hall opens each day. Continental breakfast will be served
0800– 0930	<i>Thursday, Friday</i> : Keynote. Conference day begins
0700– 0800	<i>Saturday</i> : Walk for the Docs (scholarship fundraising walk)
0830	<i>Saturday</i> : Sessions. Conference day begins
Break in the Exhibit Hall	<i>Thursday and Friday</i> : 0930–1000; <i>Saturday</i> : 1045–11:15
1215–1345	Lunch in the Exhibit Hall
1230–1330	Ancillary sessions (2 concurrent <i>Thursday–Saturday</i> ), other events
1445– 1515	<i>Thursday and Friday</i> : Break in the Exhibit Hall (Hall closes after lunch on <i>Saturday</i> )
1730	<i>Thursday and Friday</i> : conference day
1745– 1845	<i>Thursday and Friday</i> : Ancillary sessions (2 concurrent)
1600	<i>Saturday</i> : conference day ends
1700 – 2100	<i>Saturday</i> : Convocation followed by closing celebration

## Ancillary Session Scheduling

Family Medicine Forum 2015 will begin officially each day at 8:00 am starting on Thursday, November 13<sup>th</sup>, and sessions will conclude at 4:00 pm on Saturday, November 15<sup>th</sup>. Up to 14 ancillary sessions time slots will be available:

Session Timing	Thursday	Friday	Saturday
Morning presentation time: 0700–0800 (including organizational time: 0645–0815)*		2	2
<b>Lunchtime</b> : see conference daily schedule Presentation time: 60 minutes (including pre- and post-organizational time 10 min)*	2	2	2
<b>Evening (dusk)</b> : <i>Thursday and Friday</i> only presentation time: 1745–1845 <i>flexible</i> (includes organizational time: 1730–1900 <i>flexible</i> )*	2	2	

Applicants may request particular time slots but the final scheduling decision remains with the FMFSPSC.

\*Times listed in brackets allow 10 to 15 minutes before the one-hour ancillary session for registration and 10 to 15 minutes afterwards in case the ancillary session runs late. Sessions may be scheduled before the morning keynote on each of these days or after 5:45 pm on Thursday and Friday. Ancillary sessions will not be scheduled on Thursday morning or Saturday evening.

There will be no more than two ancillary sessions scheduled in the same time slot. While we have attempted to select time slots during which there are a minimum number of competing events, providers are advised that due to the busy nature of the conference there may be other CFPC-related activities during those times.

## Promotion

Upon successful accreditation and acceptance, the CFPC will promote all ancillary sessions in its printed materials and on appropriate signage, which will be placed at different locations on-site. Electronic flyers for ancillary sessions will be posted on the FMF website for registrant reference. Information about the ancillary sessions will appear in at least two of the pre-conference promotional email blasts to our membership. Accepted and accredited ancillary sessions will be listed in the FMF 2015 preliminary, online, and final programs as publication deadlines permit.

### FMF PRELIMINARY PROGRAM

The ancillary session title and time slot will be listed in the *Preliminary Program*, which will be distributed with over 30,000 copies of *Canadian Family Physician* on July 10, 2015. The program will be delivered to every member of the CFPC.

The learning objectives and speaker names will appear in the online and Final Program. Submissions received after May 15<sup>th</sup> will appear in the online program within two weeks of submission.

The *Preliminary Program* will include a Supporter recognition page where all providers will be recognized at their appropriate Annual and Continuing Supporter level. Providers will be asked to submit a current version of their corporate logo (without tag lines) in an eps or pdf file format.

### MAILING LIST

The CFPC will ask registrants for permission to share address information and will provide a list of the opted-in registrants for the provider's ancillary session on a one-use only basis for pre-conference promotion.

Names gathered at the conference at the ancillary session or at the exhibit booth will be governed by the provider's privacy policy.

In keeping with its Privacy Policy the CFPC does not rent or share its *entire* FMF registrant list.

### ANCILLARY SESSION INVITATIONS

The application fee gives the provider the option to place one invitation in the registrant bags. If the invitation is bilingual, it should include a note to indicate the language of presentation. The invitation design must be submitted to the CFPC prior to printing for approval (please see [Specifications for Promotional Materials](#)).

Printed materials (about 4500 copies) must be received by the CFPC by October 7, 2015. The portion of the fee covering this service is not refundable, whether or not the provider chooses to supply invitations.

### SPECIFICATIONS FOR PROMOTIONAL MATERIALS

Upon written confirmation from the CFPC that a program has been accredited, program providers may produce invitations, brochures, and promotional materials for the ancillary session. All materials prepared for viewing by FMF registrants or potential registrants must be submitted to the CFPC for review by the CPD Director prior to production. Once approved, the invitation or brochure may be created as a pdf and the CFPC will add a link to it from the FMF webpage. If a promotional piece is bilingual it should include a note indicating the language of presentation.

Promotional material must comply with the guidelines for Mainpro program invitations, brochures, and other materials. Consult [A Guide to Mainpro Accreditation \(www.cfpc.ca/CPDProvidersandPlanners/\)](http://www.cfpc.ca/CPDProvidersandPlanners/). For questions regarding Mainpro accreditation, policies, or wording of promotional materials, please speak directly to Jessica Black, Accreditation Manager at 905 629-0900, 1+ext. 396.

**For National accreditation:** Upon confirmation of final ACCREDITATION from the National Office, a provider must use the following statement on program materials (this notice must be presented exactly as follows):

*This program has been accredited by the College of Family Physicians of Canada for up to \_\_\_\_ Mainpro-M1 credits.*

*Ce programme a reçu l'agrément du Collège des médecins de famille du Canada et donne droit jusqu'à \_\_\_\_ crédits Mainpro-M1.*

Providers may use the FMF logo (*not the CFPC logo or the provider logo*) on the promotional brochure and may include the following acknowledgement line:

If the presentation will be in English but you plan to project separate English and French slides (two screens), you may wish to add the phrase below:

*Slides will be shown onscreen in both languages. / Les diapositives seront présentées sur l'écran dans les deux langues.*

If the provider plans to distribute promotional material prior to the conference through direct mail, email, or via other means, the following statement must be included:

*All accredited ancillary sessions attendees must register for at least one day at the Family Medicine Forum. To register and obtain fee information for Family Medicine Forum, please consult <http://fmf.cfpc.ca/registration>. On-site registration opens on November 10, 2015.*

*Tous les participants aux ateliers ancillaires sessions M1 doivent s'inscrire pour au moins une journée au Forum en médecine familiale. Pour vous inscrire ou obtenir des renseignements sur les frais d'inscription au Forum en médecine familiale, veuillez consulter le site <http://fmf.cfpc.ca/fr/inscription/>. Inscription sur place dès le 10 novembre 2015.*

## MOBILE APP AND SESSION EVALUATIONS

During FMF participants can use the conference mobile app to access the FMF program and to report CPD credits. The FMF portion of the app lists every session being offered during FMF, including the ancillary sessions. It also features an exhibitor list with interactive links to the exhibit booth locations on the exhibit hall floor plan. Exhibitor website addresses are hyperlinked to the program descriptions.

The app will also provide a direct link to session handouts. If the ancillary session provider sends handouts to CFPC well in advance of the session, we will add these to the link from the session description in the app. They will also be available online and in the conference archives after FMF.

## SIGNAGE

**The CFPC will provide one room sign and one conference grid devoted to the ancillary sessions.** Two promotional signs may be created for placement on-site prior to the ancillary session but may not use any product or corporately recognizable graphics or ink colours. Recommended size is 22" x 28" to fit into conference sign holders.

Promotional material must comply with the guidelines for Mainpro program invitations, brochures, and other materials. For details, please refer to [A Guide to Mainpro Accreditation](#) (available at [www.cfpc.ca/CPDProvidersandPlanners/](http://www.cfpc.ca/CPDProvidersandPlanners/)).

## Advertising Opportunities

*Canadian Family Physician (CFP)*, the official journal of the CFPC, invites ancillary session providers and exhibitors to advertise their FMF activities. *CFP* is the only peer-reviewed family medicine journal published monthly in Canada. It is indexed in MEDLINE, PubMed, and PubMed Central. Its circulation reaches more than 30,000 members of the CFPC every month. *CFP* consistently delivers high readership numbers, year after year.

Contact the *CFP* Advertising department to book advertising space. Space reservations are due by the 10<sup>th</sup> of the month preceding the targeted publication.

Advertising and Classifieds Coordinator  
Canadian Family Physician  
Telephone: 905-629-0900/1-800-387-6197, 1+ext 246  
Email: [lnini@cfpc.ca](mailto:lnini@cfpc.ca)

## Contacts

### APPLICATION STATUS, LOGISTICS, AND ONGOING SUPPORT

To check status and scheduling of ancillary session applications, obtain registration lists, organize logistics on-site, or request more information, contact:

Naomi Wagschal, CEM CMP  
Meetings and Exhibitions Business Manager  
College of Family Physicians of Canada  
2630 Skymark Avenue, Mississauga, ON L4W 5A4  
Telephone: 905-629-0900/1-800-387-6197, 1+ ext 312  
Email: [enw@cfpc.ca](mailto:enw@cfpc.ca)

### MAINPRO® ACCREDITATION INQUIRIES

To inquire about accreditation procedures or to check the status of an accreditation application, contact the local Chapter Office or:

Jessica Black  
Accreditation Manager, Continuing Professional Development  
College of Family Physicians of Canada  
2630 Skymark Avenue, Mississauga, ON L4W 5A4  
Telephone: 905-629-0900/1-800-387-6197, 1+ ext 396  
Email: [jblack@cfpc.ca](mailto:jblack@cfpc.ca)

### LINKEDIN GROUP

Please join [LinkedIn](#) and become a member of the [FMF Ancillary sessions](#) subgroup of the [Family Medicine Forum Exhibitors and Supporters](#) Group. We will be posting answers to frequently asked questions about ancillary sessions' logistics and exchanging ideas. The purpose of the group is to make the process of providing ancillary sessions at FMF as easy and seamless as possible.

### FAMILY MEDICINE FORUM WEBSITE

Click on this hyperlink or paste <http://fmf.cfpc.ca/> into your browser to access the FMF website for more information about the Family Medicine Forum program and activities.

## Suppliers

The sponsoring provider is required to use these suppliers at our Conference. The official audiovisual supplier for Family Medicine Forum is CCR Solutions. The CFPC will provide complete contact information in the confirmation of acceptance letter.

### AUDIOVISUAL SERVICES AND COMPUTER RENTALS

Bruce Ferry, National Accounts Conference Manager  
CCR Solutions  
Telephone: 416-675-2480/1-800-761-1199, ext. 225, or toll-free:  
Fax: 416 675-6997  
Email: [brucef@ccrsolutions.com](mailto:brucef@ccrsolutions.com)

### MTCC EVENT MANAGER

FANG YUAN, CEM | Event Manager (MA, MBA)  
Metro Toronto Convention Centre  
T: (416) 585-8391 F: (416) 585-8224  
E: [fyuan@mtccc.com](mailto:fyuan@mtccc.com)

### MTCC WEST DELIVERIES – LOADING AND UNLOADING DOCK

METRO TORONTO CONVENTION CENTRE  
222 Bremner Blvd  
Toronto (Ontario) H2Z 2A7

### BAR CODE SCANNER (LEAD RETRIEVAL) RENTALS

Deborah Dugan  
CONEXSYS Registration Ltd.  
Telephone: 905-405-8415/1-800-661-5319  
Fax: 905-405-9870  
[www.conexsysregistration.com](http://www.conexsysregistration.com)

### HOTEL ACCOMMODATIONS

Room blocks are available at the Fairmont Royal York, the Intercontinental Hotel, the Delta Toronto, the Fairmont Royal York and a variety of other downtown hotels. The list of host hotels, together with room rates and reservation codes and direct links to make reservations online will be available on the FMF [Hotel & Travel](http://fmf.cfpc.ca/hotel-travel) web page. Webpage <http://fmf.cfpc.ca/hotel-travel>.



## APPENDIX A: FMF 2015 Ancillary sessions Key Dates Summary – Dates are for project guidance and may vary slightly as plans for FMF proceed.

<b>February 2015 – May 30, 2015</b>	Proposals for accredited ancillary sessions should be submitted directly to Naomi Wagschal at <a href="mailto:enw@cfpc.ca">enw@cfpc.ca</a> . The call will remain open until all slots are filled. Notification of approval will be sent to the applicant. An invoice will follow. Program development and accreditation process (if not already in place) should begin immediately upon notice of acceptance.
<b>April 30</b>	Recommended date for booking exhibit space. [Sales began in December 2014]. All booths will be assigned on May 14. Remaining space will be assigned on first-come, first-served basis.
<b>May 15</b>	<i>Recommended</i> date to have application for National M1 accreditation submitted to benefit from maximum promotional exposure in FMF publications. Applications should be submitted no later than September 7* (*applies to accredited programs only).
<b>May 15</b>	The title will be listed in the <i>Preliminary Program Teaser</i> . The learning objectives will be included in the <i>online program</i> and <i>Final Program</i> .
<b>May 15</b>	Submit logo for <i>Preliminary Program</i> Supporter recognition page.
<b>June 8</b>	Cancellation penalty of 25% as of this date
<b>July 1–Aug 30</b>	Accreditation should be completed and speakers confirmed. ACCREDITATION must be obtained no later than August 31st
	Submit invitations, certificates of attendance and other promotional items to CFPC CPD department for approval.
<b>July 10</b>	Preliminary Program is sent out with Canadian Family Physician.
<b>July October 31th</b>	Registration opens. Register all ancillary session speakers through the CONFERENCE REGISTRATION system. Agency and provider representatives are to register through exhibitor/Supporter registration.
<b>August 3</b>	Cancellation penalty of 100% as of this date
<b>August 2–31</b>	Copy deadline for <i>Final Program</i> . No changes to Learning Objectives or Description after this date. All speaker names must be submitted no later than this.
<b>August 31</b>	Last date to apply for ancillary session space (if available) with an already accredited program.
<b>September 15</b>	Accreditation must have been completed by this date
<b>September 25</b>	Delegate registration early-bird deadline. CFPC will begin to provide periodic registration updates to providers.
<b>October 3 - 17</b>	Place additional audiovisual orders.
	Register support staff.
	Ensure that speakers have registered for FMF using the promo code provided by CFPC.
<b>October 5</b>	Last date to take advantage of FMF hotel rates. Consult the <a href="#">accommodations link</a> on FMF Web page for hotels and rates.
<b>October 25</b>	Online registration closes for delegates.
<b>October 30</b>	Deliver delegate bag inserts to designated provider
<b>November 12</b>	On-site registration opens at Metro Toronto Convention Centre.
<b>November 12 - 14</b>	Family Medicine Forum
<b>January 2016</b>	Submit proposals for accredited ancillary sessions for FMF 2016, to be held November 9–12, 2016, at the Vancouver Convention Centre.

## APPENDIX B: Fmf Supporter Recognition Grid

	ANNUAL SUPPORTERS			CONTINUING SUPPORTERS Cumulative 3-year achievement based on preceding sponsorship amounts		
	Sapphire	Ruby	Diamond	Silver	Gold	Platinum
RECOGNITION BENEFITS	\$15,000 to \$24,999	\$25,000 to \$49,999	Over \$50,000	\$25,000 to \$49,999	\$50,000 to \$99,999	Over \$100,000
<b>Pre-Conference</b>						
Logo on FMF Supporter page from the time contribution is received until the final day of FMF (no hotlink)	?	?	?			
Corporate logo with Hotlink to Sponsor's website on the FMF Supporter webpage				?	?	?
Prominent recognition with corporate logo in <i>FMF Preliminary Program</i>				?	?	?
Acknowledgment on a special "Thank you" page published in the conference issue of <i>Canadian Family Physician</i> (distributed to more than 30,000 family physician subscribers)	?	?	?	?	?	?
Priority selection of additional sponsorship opportunities				?	?	?
Priority booth selection in the FMF exhibit hall for island/pavilion booths				?	?	?
<b>On-site</b>						
Acknowledgment in the official FMF Final Programs	?	?	?	?	?	?
Acknowledgment in the Exhibit Hall Guide	?	?	?	?	?	?
Link to your corporate website from the FMF mobile app	?	?	?	?	?	?
Special ribbons to identify your staff at the conference as FMF Supporters	?	?	?	?	?	?
Complimentary guest registration(s) to attend FMF, including entrance to the exhibit hall, as well as keynote and general sessions (not requiring advanced registration)	1	1	2	1	2	3
Plaque acknowledging Supporter Level support of FMF				?	?	?
Dedicated signage recognizing each individual provider and placed prominently at the conference entrance				?	?	?
Invitation to CFPC Board of Directors' and Family Physician of the Year Dinner and Official recognition presentation					?	?
\$5,000 discount on ancillary session * when \$50,000 <i>undirected grant</i> is made to support scientific program in a single calendar year (*subject to accreditation and time availability)					?	?
\$2,000 discount on exhibit space <i>the following year</i> when a minimum of two prime 10' x 10' or 8' x 10' booths booked					?	?
<b>Post-Conference</b>						
Corporate logo with Hotlink to sponsor's website on the CFPC FMF webpage				?	?	?

## APPENDIX C: Recommended Additional References

*A Guide to Mainpro Accreditation*—available from [www.cfpc.ca/CPDProvidersandPlanners/](http://www.cfpc.ca/CPDProvidersandPlanners/)

*Quick Tips: Identification and Management of Conflicts of Interest and Transparency to Learners*

*Three Step conflict of interest declaration*

*Three Slides: conflict of interest declaration*

*FMF Exhibitor Prospectus and Policies Guide*—available from <http://fmf.cfpc.ca/exhibitors>

*CMA Policy on Physicians and the Pharmaceutical Industry*

*Rx&D - Code of Ethical Practices*

*Conseil de l'éducation médicale continue du Ontario:* [http://www.cemcq.qc.ca/fr/index\\_cemcq.cfm](http://www.cemcq.qc.ca/fr/index_cemcq.cfm)

*FMF Registration (opens July 2015):* <http://fmf.cfpc.ca/registration>

*FMF Hotel and Travel Discounts:* <http://fmf.cfpc.ca/hotel-and-travel/>

*CFPC Continuing Professional Development (CPD) Award:* This award recognizes a MAINPRO®-accredited educational program that has provided an exceptional learning experience to practising or practice-eligible CFPC members. The award will be presented to the individual or group responsible for the design, development, and implementation of the winning CPD program.