The College of Family Physicians of Canada is pleased to offer the opportunity to hold Mainpro® certified Group Learning* ancillary sessions at Family Medicine Forum (FMF) 2017, November 8–11, 2017 at the Palais des congrès in Montreal. We expect 3,500–4,000 family medicine clinicians, teachers, researchers, residents, students and related health care professionals will attend this conference. FMF 2017 offers ancillary sessions in the morning, at lunch and in the late afternoon, providing our delegates an opportunity to earn extra credits outside of the regularly scheduled sessions.
Ancillary Session Overview

- Ancillary sessions are certified, Mainpro+® Group Learning activities
- Take place outside of the times scheduled for other FMF learning activities
- They offer registrants the opportunity to earn additional Mainpro+ credits
- Speakers are recommended by the provider, selected by Family Medicine Forum Committee
- Speakers are paid a standard invited speaker fee by the College of Family Physicians of Canada
- Food and beverage will be provided and is covered by the FMF registration fees

Ancillary Session Standards

The FMFC recognizes its responsibility, on behalf of our attendees, to ensure that program content, speakers, content delivery and session evaluations are aligned to produce learning that is scientifically sound and free from bias and product promotion. The FMFC aims to accomplish this by:

- Selecting programs whose content addresses pre-identified learning needs
- Selecting educational programs that have been reviewed and certified for Mainpro+ credits.
- Selecting and paying speakers directly, per our approved invited speaker policy
- Approving the Conflict of Interest declaration, including measures to mitigate potential conflicts
- Conducting a real-time audit of each ancillary session as they are presented.
- Sharing the audit report with the provider and on the members’ section of the CFPC website.
- Developing, administering and analyzing the post session evaluations

IMPORTANT NOTES

APPROVAL PROCESS – FMF Committee

- Submit the application, as per process outlined below
- Application will be reviewed by Family Medicine Forum Committee
- Provider will be notified within 30 days

APPROVAL PROCESS – CERTIFICATION

- Ancillary Sessions must be Mainpro+ certified. For more information on Mainpro+ please go to: http://www.cfpc.ca/MAINPRO/
- It must comply with the Canadian Medical Association’s Policy on Physicians and the Pharmaceutical Industry (2007)
- It must comply with the Innovative Medicines Canada’s Code of Ethical Practices (2012)
- All ancillary sessions presentations must include three mandatory conflict of interest (COI) slides.
- Quick Tips: Identification and Management of COI and Transparency to Learners
PROMOTIONAL MATERIALS

- Promotion of session strictly prohibited until FMF acceptance and Mainpro+ certification is received.
- All promotional materials must be submitted to CFPC for approval / ethical review before produced.
- Promotional materials must comply with the guidelines for Mainpro+.
- For details see A Guide to Mainpro Accreditation.
- Upon successful certification and acceptance, the CFPC will promote all ancillary sessions.
- We promote these sessions in our print and online programs, signage and email.
- The title, learning objectives and speaker names will appear in the online and Final Program.
- We will provide a list of opt-in registrants on a one-use only basis for pre-conference promotion.

SLIDES

- Slides must be submitted for approval and provider must strictly adhere to approved materials.
- Accepted session presentations must include the prescribed conflict of interest slides.
- It is the responsibility of the provider to ensure the elected speaker adheres to approved content.
- Please supply approved slides in advance to be included with FMF Handouts.

SPEAKERS

- The provider may offer a list of preferred speakers, this must include at least three candidates.
- FMFC will choose and invite the speakers for all ancillary sessions.
- Speakers will receive an honorarium.
- The supporting organization may not pay additional fees to the speakers.
- Speaker will also be provided a full day complimentary registration.

Application Process

- Please submit via email to cselig@cfpc.ca
- All submissions and certification must be received by July 31, 2017.
- Multiple sessions can be submitted by the same provider.
- Titles may be submitted in English or French.
- The abstract should be written in the language that will be used during the actual presentation.
- Submissions will be reviewed by the FMFC within 30 days of receipt.
- Each submission must include:
  - The title of the session (title)
  - Three actionable learning objectives
  - Max 250-word abstract or session description
  - A list of recommended presenters, minimum three.
  - Preferred session time: AM 6:45-7:45 a.m.| MID 12:30-1:30 p.m. | PM 5:45-6:45 p.m.
TOTAL COSTS

- AM SESSION 6:45-7:45 a.m. $20,000 plus HST
- MID SESSION 12:30-1:30 p.m. $37,000 plus HST
- PM SESSION 5:45-6:45 p.m. $25,000 plus HST

PAYMENT & CANCELLATION TERMS

- A $1,000, non-refundable deposit is due with your application
- See attached chart for deadline dates (Appendix A).

Inclusions

- Opportunity to host a certified session at Family Medicine Forum
- Room, furnishings and room set up
- Advance registration through our FMF registration site
- Standard AV equipment: screen, projector, laptop, mic, speakers
- Special AV, room set up or decor requests may incur extra fees
- Meals are provided at each session (included in delegate registration fees)

Evaluation and Credit Reporting

- Attendees will self-report their credits via online credit reporting
- Bar code scanners will be used to verify attendance, providers to assist with badge scanning
- Providers may distribute their own evaluation forms
- The CFPC shares the ancillary session scanner data with the provider per PIPEDA
- The provider is responsible for preparing certificates of attendance as required

Registration

- All certified ancillary sessions attendees must register for Family Medicine Forum
- Advance registration for certified ancillary sessions will be handled through FMF registration
- Please direct participants to register at fmf.cfpc.ca
- Ancillary providers and support staff will have complimentary registration for this session only
- Speakers are entitled to a one-day complimentary registration for the day of their presentation
Promotion Guidelines

FURTHER TO THE PROMOTIONAL GUIDELINES ABOVE

- Providers may use FMF logo (not the CFPC logo or the provider logo) on promotional brochure
- If the provider plans to distribute promotional material prior to the conference, please add All certified ancillary sessions attendees must register for Family Medicine Forum. To register and obtain fee information for Family Medicine Forum, please consult http://fmf.cfpc.ca/registration.
  
Tous les participants aux ateliers ancillaires sessions MAINPRO+ 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/

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 34,000 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 10th of the month preceding the targeted publication.

Canadian Family Physician, Telephone: 905-629-0900/1-800-387-6197, 1+ext 246, Email: lnini@cfpc.ca

Contacts

APPLICATION, LOGISTICS, AND ONGOING SUPPORT

Main Contact: Cheryl Selig, Manager, FMF, 905-629-0900 ext. 414, cselig@cfpc.ca

Alternate Contact: Jennifer Campbell, Director, Conferences and Events, ext. 399, jcampbell@cfpc.ca

MAINPRO+® CERTIFICATION INQUIRIES

Main Contact: CPD Accreditation Manager, Jessica Black at jblack@cfpc.ca

LINKEDIN GROUPS

- Become a member of Family Medicine Forum Exhibitors and Supporters group
APPENDIX A: FMF 2017 Ancillary Session Deadline Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
<td>Apply Now! Send proposed sessions to <a href="mailto:cselig@cfpc.ca">cselig@cfpc.ca</a></td>
</tr>
<tr>
<td>June 30</td>
<td>Recommended date for booking exhibit space. Booths will be assigned on May 14.</td>
</tr>
<tr>
<td>July 1</td>
<td>Cancellation penalty of 50% as of this date</td>
</tr>
<tr>
<td>July 31</td>
<td>Registration opens at fmf.cfpc.ca</td>
</tr>
<tr>
<td>October 1</td>
<td>ACCREDITATION/Certification must be obtained by this date</td>
</tr>
<tr>
<td>October 25</td>
<td>ANCILLARY SESSION application must be received by this date</td>
</tr>
<tr>
<td>November 7</td>
<td>PROMOTIONAL MATERIALS must be submitted for approval</td>
</tr>
<tr>
<td>November 8 - 11</td>
<td>SPEAKER NAMES must be submitted by this date</td>
</tr>
<tr>
<td></td>
<td>COPY DEADLINE for final program, no changes permitted after this point</td>
</tr>
<tr>
<td></td>
<td>CANCELLATION PENALTY of 100% by this date</td>
</tr>
<tr>
<td>October 25</td>
<td>Book hotel by this date to take advantage of preferred rates at fmf.cfpc.ca</td>
</tr>
<tr>
<td>November 7</td>
<td>Online registration closes for delegates.</td>
</tr>
<tr>
<td>November 7</td>
<td>On-site registration opens at the Palais des congrès, Montreal.</td>
</tr>
<tr>
<td>November 8 - 11</td>
<td>Family Medicine Forum</td>
</tr>
</tbody>
</table>

APPENDIX B: References

**Certification References**

Information about the new MainPro+ program [http://www.cfpc.ca/Mainpro](http://www.cfpc.ca/Mainpro)

**Guide to Mainpro Certification** — This CPD site will answer all your questions about certification

**Three Step conflict of interest declaration**

CMA [Policy on Physicians and the Pharmaceutical Industry](http://www.cfpc.ca/certification/)

Innovative Medicines Canada - [Code of Ethical Practices](http://www.cfpc.ca/certification/)

**FMF Registration (opens July 2017):** [http://fmf.cfpc.ca/registration](http://fmf.cfpc.ca/registration)

**FMF Hotel and Travel Discounts:** [http://fmf.cfpc.ca/hotel-travel/](http://fmf.cfpc.ca/hotel-travel/)
Please provide the following information to Cheryl Selig, FMF Manager at cselig@cfpc.ca:

1. **Full session title**

2. **Proposed speaker(s)** Please provide name, credentials, city, province, email address and telephone numbers for each proposed speaker, minimum of three.

3. **Provide three learning objectives**

4. **Session description** (not to exceed 250 words)

5. **Certification (Accreditation) information:**
   - Complete. Provide Mainpro ID #, expiry date, Number of credits
   - In process. Provide Mainpro ID # and submission date
   - To be submitted

6. **Quebec ethical review**
   - Complete. Provide Mainpro ID #, expiry date, Number of credits
   - In process. Provide Mainpro ID # and submission date
   - To be submitted

7. **Supporting company:**

8. **Requested presentation day and time:**

9. **Alternate presentation day and time:**

10. **Primary & secondary contacts:** Title, Company/organization, Address, Email, Phone, Mobile

11. **Billing information:** Company name, Address, Province, Postal, Contact, Phone, PO number if required