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All approved CME activities sponsored by CHKD will comply with the following:

- A potential conflict of interest may be considered to exist if a presenter, planning committee member, CME committee member or other individual in a position to control/influence content (including their spouse/partner) is affiliated with or has financial interest in any organization that may have a direct interest in the subject matter of the presentation. Such financial interest is defined as being a shareholder in the organization or receiving significant support from the commercial source for research or other activities.
- In the interest of providing full disclosure, the prospective participants are made aware of the affiliation/financial interest through verbal announcement and/or written publication which each attendee receives, such as the brochure, syllabus, other handout material, PowerPoint loop, etc.
- If the preceding is not possible due to unforeseen circumstances, disclosure is announced prior to the presentation when introducing the speaker. Verbal disclosure is documented on the appropriate form and confirmed by a witness by signature.
- Notification of the activity planning committee and CHKD CME Committee to the participant is included in the full disclosure process. Each committee member's name should be listed on all official promotions, including brochures, websites, etc.
- The Conflict of Interest Form shall be completed by the person in a position to control/influence content and will be appropriately retained on record.
- Disclosure forms are kept on file and expire after one year.