



Policy/Procedure

Policy # 17

Subject: Speaker Funding and Conflict of Interest

Effective Date: February 2006

Reviewed by: Past President

Approved by: APIC MN Board of Directors

Revision Date: 10/2011

Purpose:

Clarify expectations for speaker payments, conflict of interest, and IRS documentation.

POLICY:

A. Conflict of interest

Persons speaking at APIC MN events shall (a) declare when they represent any vendor or vendor's product, and (b) declare conflicts of interest (or lack of) at the introduction of the presentation

B. Speaker Funding

When financial support is provided to APIC MN by vendors for speakers, payment and documentation shall be completed prior to the event. APIC MN will remain liable for payment.

PROCEDURE:

A. APIC MN Education or Conference Committee shall send the Speaker Demographic and Conflict of Interest Form to the speaker for completion and signature prior to the educational event.

B. Speakers who decline APIC MN speaker payments or honorariums will indicate declination on the Speaker Demographic and Conflict of Interest Form.

C. Signed copies of Speaker Demographic and Conflict of Interest Form will be retained with the educational records related to the session.

D. Speaker rates paid with APIC MN funds for the monthly education sessions shall not exceed \$250/1hour session; fall conference rates shall not exceed \$350/hour. When a panel of speakers presents an education session the payment will be equally split based on the length of the education session.

E. Vendor supported honorariums:

- The Speaker Demographic and Conflict of Interest Form must be signed by the vendor prior to the educational event
- The vendor must indicate to APIC MN prior to the event whether they will directly pay the speaker or donate money to APIC MN. Payment of the sponsorship from the vendor prior to the event, as a donation is preferred*
- Speaker honoraria funded by vendor are determined by the vendor and are not held to rates in section (D) above
- In the event the vendor donation exceeds the speaker honorarium and/or expenses, APIC MN will clarify with the vendor how to manage the balance of the donation
- Upon request to the Treasurer, the vendor will receive a copy of the 501 exem

*as recommended by National APIC legal counsel

Speaker Demographic and Conflict of Interest Form

Title of Educational Activity: _____ Education Activity Date: _____

Demographic Data:

Name (including credentials/degrees): _____

Address (for payment and tax purposes): _____

Phone #: _____

Current Employer and position/Title: _____

SSN or Tax ID#: _____
(required by IRS when payment exceeds \$600)

Conflict of Interest:

___ I have a conflict of interest

___ I am representing and sharing the views of _____ (company)

___ I am representing _____ (company), but I am not sharing the views that represent that company

___ my presentation is underwritten by a grant from: _____ (company)

___ I do not have a conflict of interest

___ I am not representing any companies

___ My views are my own

___ My views do not represent APIC or APIC MN

Speaker Honorarium: (to be completed by APIC Representative and speaker)

<input type="checkbox"/>	Speaker will be paid via a vendor donation to APIC MN
<input type="checkbox"/>	Speaker declines honorarium
<input type="checkbox"/>	Speaker will be paid from APIC MN Educational Funds
<input type="checkbox"/>	Speaker will be paid directly by the sponsoring vendor

My presentation represents valid work and that my presentation does not, in whole or in part, copy or otherwise infringe upon the copyright or the proprietary right of another party. *

Presenter Signature _____ Date _____

Vendor Signature _____ Date _____

APIC MN Representative Signature _____ Date: _____

*as recommended by National APIC legal counsel