

**Example of Including Disclosure Information
For a CME Session in ADVANCE EMAIL to Participants
For Activities Not Planned to Address Products or Services
of an ACCME-Defined Commercial Interest**

The example on the following page can be used to communicate disclosure information to participants at a conference or workshop.

This email example includes:

- The educational topic(s) for the conference
- Target audience (your email distribution list)
- Statement that topics planned for this CME activity do not address products or services of an ACCME-defined commercial interest.
- Accreditation and credit designation statements

You may include any other information that the participant may need in order to attend.

Send a copy of the emailed notice to: Julie ReBeau at juliwils@umich.edu.

Note: Adding Julie ReBeau (juliwils@umich.edu) to your distribution list automatically fulfills the requirements for attestation that the required disclosure information was shared with potential participants.

Subject: Top 5 Errors Authors Make When Writing Scientific Papers
Date: Friday, December 16, 2016 at 10:14:49 AM Eastern Standard Time
From: Julie ReBeau
To: email@umich.edu
CC: juliwils@umich.edu

Good afternoon,

We are looking forward to your participation in the upcoming workshop on the **Top 5 Errors Authors Make When Writing Scientific Papers**.

Date: May 18, 2017

Time: 8am – 10am

Place: BSRB Seminars Rooms

Disclosure: Topics for this activity are not planned to relate to products or services (e.g., drugs or medical devices consumed by, or used on, patients) of an ACCME-defined commercial interest. Therefore, the planners and speakers have no relevant financial relationships to disclose.

Accreditation/Credit Designation Statement: The University of Michigan Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The University of Michigan Medical School designates this live activity for a maximum of 2 *AMA PRA Category 1 Credit(s)*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.