

To be completed prior to/ at kick-off planning meeting of CME/CE activity.

Step 1: ALL PLANNERS MUST DISCLOSE PRIOR TO START of the Activity Planning KICKOFF MEETING, including completing a new disclosure form or bringing a previously completed (but still in-force disclosure form) for group review. This form is used in conjunction with Disclosure Form and COI Resolution/Peer Review Form.

Date of Kick-off: ____/____/____ **Activity Name:** _____ **Activity Start Date:** ____/____/____

Step 2: Complete the Summary table of disclosed firms and conflicted planners, with data collated from Disclosure Forms of Planners:

Commercial Interest Firm	What products are produced by this firm relevant to this Dx state/entity?	List all Planner(s) with this relationship	List all mechanisms that will resolve conflict (use numbered codes below)

<p>Codes: Conflict-Resolving mechanisms for <i>Planners</i>:</p> <ol style="list-style-type: none"> 1. Eliminate planner entirely from participating in the CME-CE activity planning. 2. Planner will recuse self from input on relevant areas listed in the table above 3. Planner will recommend an alternative planner for this topic for the planning committee’s consideration. 4. Planner will divest self from this financial relationship prior to the Activity (Audience’s) Start Date 5. Relationship(s) disclosed were determined not to be relevant to the CME-CE presentation. 	<p><u>Planner who completed this Analysis and attests to conflicts being satisfactorily resolved.</u></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: ____/____/____</p>
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