



## Chapter Events Guidelines & Best Practices

Please use the following guidelines when submitting your event request form (*and all required materials*) to ensure a timely approval.

### Submission Timeline

***Chapter event request forms and final materials must be submitted at least 30 days before your event date.*** Late submissions may result in not being approved or delayed time to finalize, build, and/or promote your event. We aim to review and finalize your event 2 weeks from submission. Event requests are reviewed and built in the order they are received.

#### **Types of Chapter Education Events:**

- Webinar Replay/Online Conference Library Session Events
- Live Speaker Events

#### **Important Note for Live Speaker Events:**

If you plan to offer ACRP-approved contact hours for your event, the following items must be reviewed by ACRP's Education Team for approval:

- Completed Event Request Form
- Final version of presentation
- Signed Conflict of Interest Forms from all speakers

Contact hour approval will not be given until all materials have been received. Contact hour approval is required before ACRP can build and finalize your event.

### Contact Hour Information

All events require a request form, whether they include ACRP contact hours or not. Continuing Medical Education (CME) and Continuing Nursing Education (CNE) are not available.



ACRP contact hour pricing (updated as of May 21, 2020):

	< 3 Contact Hours	3-5.9 Contact Hours	6+ Contact Hours	< 3 Contact Hours	3-5.9 Contact Hours	6+ Contact Hours
Content Source	ACRP Provided Content			Original Content		
Chapter Member	\$15	\$25	\$35	Free	Free	Free
ACRP Member (No Chapter Membership)	\$15	\$25	\$35	\$15	\$25	\$35
Public (Non-Member)	\$30	\$40	\$50	\$30	\$40	\$50

## Requirements Based on Type of Event

### **Webinar Replays/Online Conference Library Session Events**

While webinar replays and online conference library sessions have already been reviewed by ACRP, your chapter still must submit an event request form. Please follow the instructions below for submitting this type of event for approval:

- Submit an event request form with information about the webinar and upload an event flyer (*provided template contains all required elements. If using your own template, make sure all elements are included*). You can upload the flyer directly to the form.

### **Live Speaker Events**

Please follow the guidance/instructions below for submitting this type of event for approval:

- Submit an event request form with information about the event and upload the following required materials at the time of submission:
  - Event Flyer (*provided template contains all required elements. If you are using your own template, make sure all elements are included*)
    - Include a complete agenda with start/end times for the presentation and any Q&A so ACRP can accurately allocate credits.
    - Event flyer cannot state that contact hours have been approved if they are not. See the 'Best Practices for Formatting Your Event Flyer' section below for appropriate language.
    - If you have a sponsor for your event, please include what they are sponsoring and a statement that the sponsor does not have any



influence on the content of the presentation. The sponsor logo cannot be larger than the ACRP chapter logo.

- Signed Conflict of Interest Form from all speakers.
- Speaker(s) Bios/CV
- All presentation materials. See the “Criteria for Developing Event Content & Presentations” section below.

*If you have trouble uploading your materials to the event request form, you can send them to [chapters@acrpn.net](mailto:chapters@acrpn.net) in a separate email; however, the request form is still required.*

### **Criteria for Developing Event Content & Presentations**

- It is strongly suggested that chapters use the Chapter Event Presentation Template for consistency and timely approval.
- If you are not using the Chapter Event Presentation Template, you cannot use the ACRP or the ACRP Chapter logo within the presentation.
- Include the learning objectives as a slide in the presentation.
- The following is a list of criteria that must be followed for all educational chapter events. ACRP contact hours will not be approved if these are not met.
  - If you wish to offer ACRP contact hours for your event, ensure that the presentation content meets the [criteria](#) to offer ACRP contact hours. The Detailed Content Outlines (DCOs) of the different certification exams are available on the ACRP website and can be used as an example of what would be acceptable content for events offering contact hours.
  - Content must be educational in nature and focus on the practice, roles and responsibilities within clinical research, aligned with the Core Competencies and Hot Topics within the clinical research industry.
  - Clinical Research product or service promotion of any type is prohibited.
  - For presentations, company logos are only allowed on the first and last slide of the presentation. No websites, logos, company initials, or promotion of any kind can be inserted in the body of the content/presentation.
  - When reporting projects, case studies, etc. the name, logo or information pertaining to a company or institution that may have been involved with the project cannot be displayed.

## **Best Practices for Formatting Your Event Flyer**

Please include the following information on your event flyer:

- ACRP Chapter logo (do not use the generic ACRP logo)
- Chapter name
- Event title
- Speaker information
- Date, time, location of event
- Brief event description
- Three (3) to five (5) [SMART learning objectives](#) for the program
- A complete event agenda
- Target audience
- In-kind Support and Unrestricted Educational Grants statements (if applicable):
  - This activity is provided by an unrestricted educational grant from (indicate name of company), (Logos cannot be larger than ACRP chapter logo)
  - In-kind support is provided by (indicate name of company) (Logo cannot be larger than ACRP chapter logo)
- Registration information and applicable fees. Include the cancellation and refund policy as well as contact hour application deadlines.
- The following contact hour statement: "XX contact hour(s) have been applied for through ACRP. Membership is not required for online registration/application of contact hours". If the contact hours have not been approved yet, please indicate that the availability of contact hours is "pending review".
- Please include the following instructions: "To receive contact hours, purchase the contact hours, follow the registration instructions, and attend the program. Attendees have 30 days to complete the evaluation following a chapter event to receive contact hours. After the event, visit [learning.acrpnet.org/my/](http://learning.acrpnet.org/my/). You'll need to log in to your ACRP account, using your email address. This will take you to the "My Courses Dashboard" page where you can access the event. Select your event, confirm your attendance, and take the event evaluation to receive your certificate and contact hour(s)."

## **Additional Items Required for Events**

- Title and Learning Objectives must be consistent on all materials.
  - Includes: event application, flyer, presentation, handouts (if any), COI form (from all speakers).



- If a Symposium (or multiple presentations are being given), the event must have overall learning objectives.
- Learning Objectives must provide a measurable outcome. For more information on writing learning objectives, check out our [learning objectives guide](#).
- During the event: suggest collecting an attendance roster to keep on record.

### **Additional Chapter Event Resources**

- Chapter Event Flyer Template
- Chapter Event Presentation Template
- Speaker Conflict of Interest Form
- Chapter Event Marketing & Communications Guidelines