

## **ACI ALLIANCE CE POLICIES**

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### **General Submission Agreement and Disclosure Policy**

#### **General Submission Agreement and Disclosure Policy Speaker/ Instructor Disclosure Guidelines**

##### **General Submission Agreement**

In order to be in compliance with promotional efforts as a CE Provider, and when instructional personnel announce CEUs from ASHA, ACI Alliance expects instructional personnel to disclose all financial and non-financial relationships related to course content or services provided.

By submitting a paper or presentation for the ACI Alliance Conference, you *explicitly* agree:

- To disclose to ACI Alliance any financial or nonfinancial relationship that creates a conflict of interest or the appearance of a conflict of interest, as defined in ASHA's guidelines concerning transparency and disclosure.
- To inform ACI Alliance if you develop or acquire a disclosable interest related to the content of your presentation at any time before the conference.
- To disclose relevant financial and nonfinancial relationships on site in formats specified by ACI Alliance.
- To refrain from attempting to persuade attendees to purchase or use a specific product, service, piece of equipment, or device.
- When discussing a specific product or service, to offer information on its theoretical framework, relevant evidence, and operational details; to disclose in advance if your presentation will not address the range of competing products or services; and to refrain from overt selling.
- To provide appropriate evidence to support any claims related to efficacy, validity, precision, reliability, or other evidence claims about approaches to assessment or treatment.
- To follow accepted research procedures concerning protection of human subjects and

confidentiality.

- To follow the guidelines for crediting authorship for research presentations as outlined in the *Publication Manual of the American Psychological Association*.
- To obtain written permission from copyright holders for the use of any previously published material in your presentation or handouts.

### **Disclosure Policy**

Refusal to disclose any financial or non-financial relationships disqualifies you from speaking at an ACI Alliance sponsored conference. If your presentation is accepted, you will be expected to disclose relevant relationships on-site at the time of your presentation, at the beginning of your presentation either verbally or visually, and visually for posters.

Examples of relevant financial relationships that should be disclosed, may include:

- Being an employee of, or a paid consultant to, an organization whose product or service you discuss in your presentation
- Receiving grant funds for a research project you discuss in your presentation
- Receiving royalties from the sale of a book whose content you discuss in your presentation
- Patent holder
- Ownership interest (stocks, stock options or other ownership interests)

Examples of relevant nonfinancial relationships that should be disclosed, may include:

- Serving as a formal advisor to a review panel
- Sitting on the board of an organization whose product or service you discuss in your presentation
- Receiving an award or honor from an organization whose product or service you discuss in your presentation

### **Conference Registration of Instructional Personnel**

It is the expectation of ACI Alliance that presenters will register for the conference unless special arrangements have been made.

## Intellectual Property Rights Policy

### American Cochlear Implant Alliance Intellectual Property Rights Policy

**I. Rights of Presenters** The CE Committee of ACI Alliance recognizes the importance of the presenters' use of their work in the furtherance of scholarship and research. Therefore, presenters retain all intellectual property rights to their work and future uses of their presentation. The CE Committee of ACI Alliance does not retain any intellectual property rights over the material submitted in response to the Call for Papers or invited presentations and other work presented at the ACI Alliance symposium.

- A. Classroom Teaching and other Conference Presentations** The presenters may use their presentation and any material contained therein in other conference presentations, classroom teaching or any other work they so choose.
- B. Reproduction, Republication, and Dissemination** The presenters may, for any purpose, make copies of the presentation and may share the presentation however they so choose. Presenters may also reuse in future works, without permission from the CE Committee of the ACI Alliance, any text, tables, and figures from their presentation.
- C. Personal web sites and Institutional Repositories** The presenters may post their presentations along with the abstract on their personal Web sites, on department or university intranets or websites, or anywhere else they so choose.

## II. Representations, Warranties, and Indemnification

**A. Representations and Warranties** The presenters each represent and warrant that:

- (i) They are the sole authors or co-authors of the work to be presented and have full authority to submit the proposal and present the work.
- (ii) The material they provide in connection with the work is their original creation, except for properly attributed excerpts and material contributed by third parties;
- (iii) The presenters, in advance of submission for review and presentation, have sought and obtained written permission from such third parties to use such material in all forms and media. The presenters agree to include a copy of any such written permission with the submission materials. Any fees charged by copyright holders for use of the material are the responsibility of the presenters.
- (iv) The work being presented contains no material that violates any copyright, trademark, patent, proprietary, personal, or statutory right of others; (vi) Presenters, having read and fully complied with the policies of the CE Committee of the ACI Alliance regarding disclosure of conflicts of interest in order to submit a presentation for consideration, must have disclosed any real or potential conflicts of interest that could be seen as having an influence on the research (e.g., financial interests in a test or procedure, or funding by an equipment or materials manufacturer for efficacy research) or their professional judgment.

**B. Indemnification** Presenters agree to hold harmless, indemnify, and defend the CE Committee of the ACI Alliance against all damages and/or expenses, including reasonable attorneys' fees, related to or resulting from a breach of the representations and warranties set forth above.

## **Professional Conduct and Nondiscrimination Policy**

### **ACI Alliance's Professional Conduct and Nondiscrimination Policy for Course Planners, Instructors and Participants**

It is the policy of ACI Alliance's CE Committee that course planners, instructors, and participants demonstrate high standards of professional conduct and research integrity and will not discriminate against course participants on the basis of gender, age, socioeconomic or ethnic background, sexual orientation, or disability.

- Course presenters, panel members, and participants will refrain from overt statements or pointed humor that disparages the rightful dignity and social equity of any person or group.
- Course presenters, panel members, and participants will refrain from attempting to persuade attendees to purchase or use a specific approach, product, service, piece of equipment, or device.
- When discussing a specific product or service, course presenters, panel members, and participants will offer information on its theoretical framework, relevant evidence, and operational details; will disclose in advance if a presentation will not address the range of competing products or services; and will refrain from overt selling.
- Course presenters, panel members, and participants will provide appropriate evidence to support any claims related to efficacy, validity, precision, reliability, or other evidence claims about approaches to assessment or treatment.
- Course presenters, panel members, and participants will follow accepted research procedures concerning protection of human subjects and confidentiality.
- Course presenters, panel members, and participants will follow the guidelines for crediting authorship for research presentations as outlined in the Publication Manual of the American Psychological Association.
- Course presenters, panel members, and participants will obtain written permission from copyright holders for the use of any previously published material in your presentation or handouts.

## **Resolution of Complaints or Problems**

### **ACI Alliance's Policy for the Resolution of Complaints or Problems**

If individuals have concerns regarding continuing education programs, they may direct their concern(s) to the Continuing Education Administrator of American Cochlear Implant Alliance.

ACI Alliance aims to provide quality educational programs. It does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals. In accordance with its responsibilities to determine compliance with accreditation standards, policies, and procedures, ACI Alliance maintains an investigative role.

Only written, signed complaints will be considered by ACI Alliance. Oral and unsigned complaints will not be considered.

When an inquiry about filing a complaint is received by ACI Alliance, a response can be expected within 30 days. Please contact the CE Administrator Jessica Houk at [jhouk@acialliance.org](mailto:jhouk@acialliance.org) or

ACI Alliance  
PO Box 103  
McLean, VA 22101

## **Cancellation and Refund Policy**

Substitutions: Substitution of one individual to another is not permitted.

Cancellation of the ACI Alliance In-Person Meeting: Should the in-person meeting be canceled, a full refund will be made. Individuals who are already registered for the in-person conference may move their registration to the virtual meeting at the same registration rate.

Cancellation: Cancellation requests must be made in writing to the ACI Alliance Conference Registrar at [registration@facs.org](mailto:registration@facs.org). There is a \$50 handling fee for all refunds and returned checks.

## **Disclosures**

All presenters are required to provide written disclosure of any financial or nonfinancial interests in any organization or commercial product that may relate to their presentation, as well as reporting all academic, research, institutional or personal relationships having the potential of creating a conflict of interest. A list of speakers and disclosures will be posted no later than two months in advance of the ACI Alliance Meeting.

## **In-Person Meeting Requirements:**

### **Badges**

All conference attendees must wear official conference name badges. The name badge serves as proof of conference registration and is required to be worn at all times for entry into sessions and the exhibit hall. Name badges will be checked upon entry to all events. Name badges are nontransferable. Lost badges should be reported to Registration staff immediately.

### **Cell Phones and Electronic Devices**

In consideration of your fellow attendees, please turn off or silence cell phones and other electronic devices during all educational sessions and conference events.

### **Consent to Use of Images:**

Please note that by attending, or participating in, any ACI Alliance conference or activity constitutes as consent to use and distribute any photographs or video taken by or on behalf of ACI ALLIANCE for informational, publicity, promotional, website and/or reporting purposes in print digital or other format without notice of compensation.