

American Association of Diabetes Educators
2010 Annual Meeting

CORPORATE SYMPOSIA ENDURING MATERIALS POLICY AND GUIDELINES

Deadline for Application Submission: June 11, 2010

ENDURING MATERIALS DEFINITION

Corporate Symposia Enduring Materials are printed or web-based instructional materials developed from the live symposia offerings at the AADE Annual Meeting and are available at no charge to AADE members for continuing education credit. Nonmembers pay a nominal fee.

ENDURING MATERIALS ACCREDITATION

AADE provides continuing education accreditation of enduring materials for nurses, dietitians, and pharmacists. Continuing medical education (CME) credits may be obtained through an outside source, with the final approval submitted to AADE.

Enduring materials are posted to the AADE website for 1 year. Members and nonmembers will receive credit by reading the material or completing the online activity. Statements of Credit will be issued upon successful completion of the post-test (70% correct answers).

CE credit is available to AADE members at no additional charge; nonmembers must pay a nominal fee.

ENDURING MATERIALS ELEMENTS

All materials will be based off of the original live symposia presentation and be consistent with AADE accreditation standards.

Materials will include:

- Goals
- Learning objectives
- Target audience
- Speaker biographical data and conflict of interest statement
- Continuing education hours (as determined by AADE accreditation reviewers)
- Release and expiration date
- Post-test and evaluation tools (both developed by AADE)
- Acknowledgment of commercial support (if applicable)

Materials may not include:

- Advertising

AADE ROLE

All requests for enduring materials that will offer continuing education credit must be coordinated through and agreed upon with AADE. AADE will approve all aspects of the activity, design, and content and will provide project management to coordinate the accreditation process, publication, and online development of the materials, post-test, and evaluation.



ENDURING MATERIAL: DELIVERY OPTION 1

Supplement to *The Diabetes Educator* journal (TDE) with online PDF and post-test hosted on AADE’s website **Fee: \$80,700***

Fee includes:

- Printing, polybagging, and mailing of the Supplement with TDE journal**
- On-site audio recording by AADE and applicable AV charges
- Hosting of PDF and online post-test on AADE website for 1 year
- Development of online post-test
- Pilot testing
- Peer review
- Accreditation for RNs, RPhs, and RDs
- **Free CE** for AADE members (nonmembers pay a nominal fee)

Terms:

- Supplement is subject to peer review
- Manuscript must comply with AADE publication requirements
- Supplement schedule & availability is determined on a first-come, first-served basis, pending receipt of signed contract and 50% deposit
- The grantor is responsible for transcribing the recorded Corporate Symposia session for use in manuscript development

**Fee may vary according to total number of pages*

***Due to limited schedule availability, supplements may need to be mailed in-between issues – these will be subject to additional postage charges*

AGREEMENT BETWEEN AADE AND PROGRAM ADMINISTRATOR (OPTION 1)

___ Please send a contract for my review and signature. We anticipate producing a:

- | | |
|-----------------------------------|-----------------------------------|
| ___ 16-page supplement (\$80,700) | ___ 28-page supplement (\$87,400) |
| ___ 20-page supplement (\$83,000) | ___ 32-page supplement (\$89,600) |
| ___ 24-page supplement (\$85,200) | ___ 36-page supplement (\$91,800) |

Signature of Program Administrator

Date

Employer

Title

Sponsor

Symposia Title

Please email this completed page (Microsoft Word format) to education@aadenet.org. A 50% deposit will be required with the signed contract to confirm schedule placement.



ENDURING MATERIAL: DELIVERY OPTION 2

Webcast (slides with synchronized audio)

Fee: \$57,500

Fee includes:

- On-site audio recording by AADE and applicable AV charges
- Synchronization of audio with slides
- Creation of a printable PDF of activity (slides + transcript)
- Hosting on AADE website for 1 year
- Interactive online post-test
- Post-test item writing
- Pilot testing
- Accreditation for RNs, RPhs, and RDs
- **Free CE** for AADE members (nonmembers pay a nominal fee)

Terms:

- Final PowerPoint slides and edited session transcript must be delivered electronically to AADE Project Manager (education@aadenet.org)
- The grantor is responsible for providing a transcript of the recorded Corporate Symposia session for inclusion in the webcast
- Approximate delivery time: 4 months following receipt of final PowerPoint slides and transcript (whichever is later)

AGREEMENT BETWEEN AADE AND PROGRAM ADMINISTRATOR (OPTION 2)

As Program Administrator for this enduring material, I agree to comply with these guidelines (please initial):

- ___ Return completed and signed Enduring Materials agreement with non-refundable deposit of 50% (\$28,750) of total fee (Due by June 11, 2010)
- ___ Balance due at completion of the enduring material
- ___ When committed to producing an enduring material with AADE, it cannot be reproduced elsewhere
- ___ The grantor is responsible for transcribing the recorded Corporate Symposia session

Signature of Program Administrator

Date

Employer

Title

Sponsor

Symposia Title

Please email this completed page to education@aadenet.org and mail a printed signed copy with non-refundable deposit to:

American Association of Diabetes Education
Attention: Distance Education Manager
200 West Madison Street, Suite 800
Chicago, IL 60606