



## Identification of Speakers' Bureau Activity for WCM Workforce Members

This checklist is to assist in determining whether Weill Cornell Medicine (“WCM”) considers a speaking activity a “Speakers’ Bureau,” which is *not* a permissible activity. WCM’s definition of Speakers’ Bureau includes medical product presentations. Please note that both in-person, webinar, and pre-recorded speaking engagements, including those for which you are only required to participate in the question-and-answer portion of the presentation, may fall into the category of “Speakers’ Bureau,” as determined by WCM.

Speaking arrangements dedicated to disease awareness/prevention are permissible when they do not: reference WCM (visual or audio), other than a statement about your affiliation and/or appointment, nor contain company branding, promotional, marketing, or product-focused language. WCM Workforce Members should have full control of the content of the slides and the messaging.

The following disclaimer statement is recommended for inclusion in all presentations: “*The opinions expressed are solely my own and do not express the views or opinions of Weill Cornell Medicine or the sponsor.*”

Please answer the following questions:	Yes/No
Is the contract for Promotional Speaking, a Speaker’s Bureau, a Speaker’s Program, or a Master Speaking Agreement with a for-profit drug, device, or biologic manufacturer?	
Does this agreement require attendance (in-person or virtual) at a Speaker Training session, for which you may or may not be compensated?	
Is this presentation branded with a manufacturer (company) name or logo and/or are any copyright claims made in any portion of the materials?	
Does the content of the presentation disclaim that it is promotional and/or not eligible for continuing education (CE) and/or continuing medical education (CME)?	
Does this presentation fail to qualify for Continuing Education credits (e.g. ACCME) due to failing to meet standards ensuring independence?	
Was this presentation created by the company or other individuals associated with the company?	
Do changes to this presentation require approval by the company or are you otherwise not allowed to make any changes to the presentation?	
Is the presentation only available to you in “read only” or password protected formats?	
Do changes to associated handouts or other visual aids require approval by the company or are you otherwise not allowed to make any changes to these materials?	
Are you required to present every slide of the approved presentation?	
Does the company contractually restrict your answers to audience questions?	
Does the company sponsor meetings not associated with scientific meetings, such as dinner meetings at various venues including restaurants, where you are brought in to give presentations?	
Is the contract’s scope of work so vague that the nature of the engagement cannot be determined?	

**If you answered “Yes” to one or more of the above questions, this activity may fall into the category of Promotional Speaking as defined by WCM and may not be permissible. For further assistance, contact the Office of Conflict of Interest at [conflicts@med.cornell.edu](mailto:conflicts@med.cornell.edu).**