# **IPAC BC Chapter Meetings Presentation Application**

**(For Individuals and Industry Representatives)**

**To IPAC BC Past President:** Click or tap here to enter text.

**Please accept my proposal to present at the IPAC BC Chapter Meeting planned for the following date:** Click or tap to enter a date.

**Title of the Presentation:** Click or tap here to enter text.

**Name of the Presenter:** Click or tap here to enter text.

**Job Title of the Presenter:** Click or tap here to enter text.

**Organization/Health Authority/Facility/Company:** Click or tap here to enter text.

**The following is a brief summary of my presentation:**

(For Infection Prevention and Control Professionals please indicate if your are presenting on post conference attendance, your own research, project results, quality academy project, poster presentation or oral presentation)

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| Click or tap here to enter text. |

**Application submission date:** Click or tap to enter a date.

**I Have Reviewed the Presentation Requirements:**

* All presentation content will be conducive to facilitate and support the educational needs of IPAC BC members and provide opportunities for sharing knowledge and quality improvement initiatives
* Request to present with content and Power Point presentation MUST be submitted to IPAC past president at a minimum of 4 weeks prior to the planned presentation date
* The IPAC BC Past President will review the request and presentation content and will confirm acceptance and schedule of presentation with the presenter up to 2 weeks of receiving application. The Past President will provide any feedback and edits to the presenter for modification of the presentation.
* Time for presentation will be 30 to 60 minutes unless specifically agreed/approved by IPAC BC executives to be longer
* Any disclosure when it comes to the content should be part of the presentation
* Industry representatives are welcome to present with the following IPAC Canada and IPAC BC requirements
	+ Industry may be invited or can approach the IPAC BC Executive team to present an education session during a chapter meeting.
	+ The presentation may not include a direct product promotion but must be evidence-based and scientifically support best practice recommendations.
	+ The presentation may not include comparison between products of differing companies.
	+ One slide may be added which notes the products provided by the presenting company which support the practice recommendations.
	+ The presenting company may be invited to have an exhibit table at which product information is provided.
	+ The presenting company may sponsor the meeting lunch or other activity in return for the presentation opportunity.
	+ Presenting companies do not need to be restricted to member companies.
	+ Fees for the event sponsorship will be paid directly to the chapter. GST/HST shall not be added to meeting/event sponsorship.
	+ Communication from industry with product-related marketing should not be posted or distributed to members.
	+ Communication from industry with educational information, e.g. invitation to webinars or tele classes, white papers, scientific studies, can be distributed to members.
* IPAC BC Executive confirm the presentation date with you once your submission is reviewed and accepted.
* The following will be included in the presentation:

[ ]  Include an acknowledgement slide identifying any relevant stakeholders and contributors

[ ]  Include an affiliation slide (e.g., University of British Columbia, Company name)

[ ]  Include a conflict of interest slide (i.e., presenters must disclose any conflict of interests or if there are none, clearly indicate this on the slide)

[ ]  If you are sharing any pictures, ensure consent is obtained.

[ ]  If you are sharing data, ensure consent is obtained from data stewards and appropriate departments

**Application approval date:** Click or tap to enter a date.

**Signature of the Presenter Applicant:**

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| Click or tap here to enter text. |

**Signature of the Past IPAC BC President:**

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