

2025 PH Professional Network (PHPN) Symposium



Checklist for Presenter and Co-Presenter Information

Instructions: Before you submit your proposal to present a breakout session or poster at the 2025 PHPN Symposium, please make sure you have the following information ready to enter/upload into the Proposal Form **for each presenter and all co-presenters. All of this information is required and submission cannot be made without it.**

Presenter Information

- First/Last Name*
- Degrees/Credentials*
 - For brevity, please list no more than three degrees/credentials after your name.
- Primary Institution*
 - Primary institution as you would like it listed in the program.
- Title*
- Work Address *
- Address 2:
- Country*
- City *
- State*
- Zip Code*
- Work Phone: *
- Mobile Phone: *
- Email: *
- Upload Presenter Headshot Photo *
 - Please note: photo files must be greater than 1MB
- Upload Presenter CV or Resume*
- Presenter Bio: please provide a brief bio for the presenter (100 word limit)*
- Career Stage: Are you currently a trainee (student, resident, fellow, or postdoctoral researcher) or an early career professional (< 10 years removed from training)? *
- Disclosure of Financial Relationships with Ineligible Companies:
 - As accredited providers of Continuing Medical Education for health professionals, PHA and AffinityCE are committed to providing balance, independence, objectivity, and scientific rigor in all of their educational activities.
 - Accreditation policies require everyone in control of educational content to disclose each year all financial relationships with ineligible companies in the past 24 months that may cause potential conflicts of interest (whether the relationship has ended or is currently active). Financial relationships of any dollar amount are defined as relevant if the educational content is related to the business lines or products of the ineligible company. This can include relationships such as: receiving grants or research support; being an employee, consultant, major stockholder, speaker's bureau member, etc. Ineligible companies include any entity whose primary business is producing, marketing, selling, re-selling or distributing healthcare goods or services consumed by or used on patients.
 - **If you are submitting on behalf of one or more authors/presenters, please be ready to submit all financial relationships with ineligible companies for all authors/presenters.**
 - **Please note:** The owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education. Ineligible companies include any entity whose primary business is producing, marketing, selling, re-selling or distributing healthcare goods or services consumed by or used on

patients. By submitting an abstract or session proposal, you are acknowledging that you the author/presenter are not an owner or employee of an ineligible company.

- Indicate unlabeled and unapproved uses
 - Presentations that provide information, in whole or in part, related to non-FDA approved uses for drug products and/or devices must clearly acknowledge the unlabeled indications or the investigational nature of their proposed uses to the audience. Speakers must disclose their intent to discuss non-FDA approved uses for commercial products and/or devices.
 - **If you are submitting on behalf of one or more authors, please be ready to submit all relevant unlabeled/unapproved uses.**