

American Medical Association International Conference Recognition (ICR)

Criteria for Conference Approval, Fees, Sponsor Requirements, and Monitor Travel Reimbursement

Introduction: To allow US physicians the opportunity to receive credit for participation in international conferences, the American Medical Association (AMA) House of Delegates has established policy that allows for select international conferences to be approved for *AMA PRA Category 1 Credits*[™] directly through the AMA Division of Continuing Physician Professional Development. For a conference to receive such credits, it must meet established criteria and the sponsoring organization(s) must agree to certain terms and requirements as outlined below.

Sponsor Requirements

For a conference to be approved through ICR Program the sponsoring organization(s) must agree to do the following before, during and after the conference:

Before the conference

- Submit ICR application and all required attachments to the AMA at least 120 days prior to the start date of the conference.
- Provide the evaluation summary and participant demographics for the most recent past conference.
- Arrange for payment of the required application fee upon submission of the ICR application. Organizations not based in the U.S. must pay by wire transfer.
- Use only language prescribed by AMA for advertisements and in program materials. Do not advertise “**Credit has been applied for**” or similar. Advertising in this manner in advance of program approval violates AMA-PRA policies and shall be cause for non-approval of the conference.
- Register the AMA staff monitor assigned to the conference so that the monitor may participate in all sessions.
- Arrange for hotel accommodations for the AMA monitor at the headquarters’ hotel.
- Provide name and contact info for an onsite contact at conference.
- Provide final schedule of educational sessions to AMA at least 60 days prior to the conference start date. Distinguish between educational sessions that may qualify for credit and sessions that do not qualify for credit.

The following types of sessions are not eligible for *AMA PRA Category 1 Credit*[™]:

- Award presentations
- Business meetings
- Sessions for which physicians are not part of the target audience

- Satellite sessions (or other activities) developed by commercial interests.
- Notify, by email or other method, all US physician registrants of the opportunity to receive *AMA PRA Category 1 Credit™* and all US non-physicians of the availability of a certificate of participation within two weeks of the start date of the conference.

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At the conference

- Provide a desk and signage (preferably in the conference registration area) for the AMA staff monitor.
- Duplicate and distribute credit claim forms provided by AMA to conference attendees (in registration packet, have available at the AMA and/or registration desk, or by other means.)
- Have a registration process or other mechanism to verify participants' attendance at the conference.

After the Conference

- Provide a list of all attendees to the AMA within 21 days of the close of the conference so that the AMA may verify participation for individuals who submit credit claim forms after the conference. Alternatively, the sponsoring organization can verify participation and forward vetted requests to the AMA.
- Reimburse the AMA for travel expenses for an AMA monitor to attend the conference (reimbursed in accordance with AMA travel policies) within 30 days of receipt of invoice.
- Provide a summary of conference evaluations and final attendance figures (# total attendees, # physicians, # US physicians) to the AMA within 60 days after the close of the conference.

Criteria for Conference Approval

Applications will be judged based on the following criteria:

- The sponsoring organization(s) is not an ACCME accredited provider.
- The conference is:
 - Sponsored by
 - a not-for-profit membership organization with individual or organizational members in different countries
 - or*
 - a joint effort of multiple not-for-profit organizations such as academic, research, government and/or membership-based institutions
 - Primarily for the purpose of convening an international audience to present education related to a medical specialty, disease or international health issue. The primary purpose of the conference is education and is not commercial or travel-related.
- Conference presentations and conference materials are in English.
- The conference has a track record. This is not the first time the conference has been held.

- The content conforms to the following AMA definition of Continuing Medical Education:
 - “CME consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public or the profession. The content of CME is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of the health care to the public [AMA House of Delegates policy #300.98].”
- A multinational audience of physicians, including US physicians, is a primary target audience for the Conference.
- The sponsor can describe how the need for the Conference was determined.
- The sponsor has developed specific learning objectives related to the needs identified and will communicate these to the target audience.
- Teaching formats are appropriate for the educational sessions.
- The sponsor will provide a suitable learning environment for educational sessions.
- Faculty and Planning Committee members are selected based on their expertise in the content area. Faculty and Planning Committee relationships with commercial entities are made known to the sponsoring organization.
- Employees, contractors or agents of a commercial interest may not serve as Planning Committee members, nor may they serve as faculty in a session certified for *AMA PRA Category 1 Credit™*.
- Individuals who refuse to disclose relevant financial relationships will not be able to participate in the planning or participate as faculty.
- Faculty and Planning Committee members’ credentials and relevant financial relationships with commercial interests are communicated to participants.
 - Communication will be provided to faculty ensuring that generic names will be used when possible
- The sponsor will take reasonable steps to ensure that
 - Educational sessions provide unbiased, evidence-based content and are free of commercial influence or bias
 - Educational materials (slides, abstracts, handouts) will not contain advertising, logos, or product messages
- The sponsor will ensure that industry/commercially sponsored activities or satellite sessions are clearly designated as not being eligible for AMA PRA credits.
- Commercial interests will not directly pay honoraria or travel expenses for faculty.
- Commercial support funds will not be used to pay travel expenses for non-faculty participants.
- No promotional materials or sales activities will be allowed in the education room(s).
- The sponsor has a mechanism to evaluate physician satisfaction and learning from educational sessions.

Fees and Payment

The following is the schedule of ICR fees and expenses:

- Application fee (subject to change without notice):

- \$10,000.00
- Travel reimbursement
 - Reimburse the AMA for travel expenses for an AMA monitor to attend the conference (reimbursed in accordance with AMA travel policies) within 30 days of receipt of invoice.
- Certificate fees:
 - Participants that request an AMA certificate of credit (physicians) or a certificate of participation (non-physicians) will be charged a \$35 USD processing fee. This fee will be waived for physicians who are AMA Members. All certificates will be sent by email. (Credit claim forms must be submitted within six weeks of the end date of the conference.)
- Payments
 - The application fee must be submitted by wire transfer or check *in advance* of conference approval. Organizations not based in the U.S. must pay by wire transfer.
- Refunds
 - Should the conference not be approved, the application fees minus a \$500.00 USD processing fee will be refunded to the sponsoring organization.
 - Should the conference be cancelled the application fee will be refunded minus \$1,000.00 USD and the cost of any non-refundable travel reservations.

Monitor Travel Arrangements and Reimbursement

- Monitors traveling on behalf of the AMA are subject to AMA travel reimbursement policies (Attachment A).
- The sponsoring organization must confirm hotel accommodations for the AMA monitor at the conference headquarters hotel; charges for hotel expenses may be direct billed to the sponsoring organization.
- The AMA monitor will book airline reservations (upgradeable coach) through AMA's travel agency, *not through the sponsoring organization's travel agent*. Every attempt will be made to book economical fares.
- The AMA will provide a detailed report of the monitor's expenses including copies of receipts for any expenditure over \$25 USD to the sponsoring organization. (The AMA will submit the invoice and receipt copies via email. If you require the invoice and receipts to be mailed, we will add the additional cost to Federal Express the documentation to your invoice. Receipts for items under \$25.00 will not be submitted, consistent with AMA policy.)
- Reimbursement to the AMA for the monitor's travel expenses must be paid in accordance with AMA policies within 30 days of receipt of the AMA invoice.

For Further Information or to Request an Application:

- Please contact Mary Kelly at: mary.kelly@ama-assn.org, Phone: 312.464.4668
- If requesting an application, please indicate the following:
 - Title, dates and location of conference
 - Estimated number of physician attendees
 - Primary contact for application (name, organization, address, phone, fax and email)
 - That you have read the requirements and terms (including fees) for conference approval as listed above.

Definitions for some of the terms used in this document:

Commercial interest

Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are NOT considered to be commercial interests.

Commercial support

Monetary or in-kind contributions given by a commercial interest (as defined above)

Conflict of interest

Financial relationships create conflicts of interest in CME when individuals have both a financial relationship with a commercial interest **and** the opportunity to affect the content of CME about the products or services of that commercial interest. The potential for maintaining or increasing the value of the financial relationship with the commercial interest creates an incentive to influence the content of the CME—an incentive to insert commercial bias. See also “relevant financial relationships.”

Faculty

The individuals responsible for teaching, authoring, or otherwise communicating the activity content to learners. that is used to pay all or part of the costs of a CME activity.

In-kind commercial support

In this context, non-monetary resources provided by a commercial interest in support of a CME activity. Examples of in-kind support include equipment, supplies, and facilities.

Relevant financial relationships

Anyone in control of CME content must disclose relevant financial relationships to the sponsoring organization. Individuals must also include in their disclosure the relevant financial relationships of a spouse or partner. *Relevant financial relationships* are defined as financial relationships in any amount that create a conflict of interest and that occurred in the twelve-month period preceding the time that the individual was asked to assume a role controlling content of the CME activity. Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers’ bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or

other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. See also “conflict of interest.”