EMAIL TEMPLATE FOR CME ACTIVITY SPEAKERS: Inclusive and Bias-Free Content

Dear Faculty,

We are looking forward to your participation in our upcoming CME activity [INSERT TITLE.] We appreciate your help in partnering with us to create high-quality education that is inclusive and bias-free. The Feinberg School of Medicine ([FSM) Inclusive and Bias-Free Curriculum Checklist](https://www.feinberg.northwestern.edu/md-education/learning-environment/checklist.html) is one resource available for your use. The checklist asks questions to encourage reflection on how race, gender, and other socioeconomic factors are represented in educational content.

Please consider the following additional questions as you develop your content:

1. Does this content address the healthcare needs of a diverse patient population (consider race, ethnicity, country of origin, gender, LGBTQ status, disability status, etc.)?
2. What are the health disparities associated with this topic that should be addressed?
3. Have I explicitly considered the health inequities that exist because of structural factors and not biological differences?
4. Are stereotypes or generalizations included in my content? Did I avoid bias in the discussion of patient care or research?
5. Did I represent diverse populations when discussing patient case examples?

Thank you for your time and participation. If you have questions about these expectations, please contact us at [INSERT contact email].

(\*questions adapted from the University of Wisconsin-Madison “Diversity, Equity, and Inclusion Toolkit for Accredited Continuing Education”)