EMAIL TEMPLATE FOR CME ACTIVITY SPEAKERS: Collaborative Learning 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 a supportive learning culture where education is high-quality, collaborative, bias-free, and independent of industry influence.

Healthcare professionals are trusted sources of information for patients and must protect the learning environment from bias. Financial relationships with ineligible companies are common. By identifying and mitigating relevant financial relationship, we can protect the learning environment from industry bias. Timely completion of the [Office of CME online disclosure](https://northwestern.cloud-cme.com/Form.aspx?FormID=1290) is critical for the success of the activity.

All learners should feel welcome at CME activities regardless of their specialty, profession, or any category protected by law. We encourage faculty to reflect on how sociodemographic factors are represented in the educational content. Bias in favor of, or against, individuals or groups must be avoided. The educational needs of the target audience, and healthcare needs of the population, should be considered.

Further details describing the disclosure process and recommendations for slide development are available [here](https://northwestern.cloud-cme.com/about/resources?p=1200). Thank you for your time and participation. If you have questions about these expectations, please contact us at [INSERT contact email].