

**CANADIAN ASSOCIATION OF NEUROPATHOLOGISTS
L'ASSOCIATION CANADIENNE DES NEUROPATHOLOGISTES**

CANP website <http://www.canp.ca>

Email: secretary@canp.ca

CONFLICT OF INTEREST POLICY

The Canadian Association of Neuropathologists (CANP) is committed to providing a Continuing Professional Education program that is educationally independent. To this end, the CANP requires that:

1. The following must complete a Conflict of Interest (COI) form for each CANP annual meeting. The COI forms must be submitted to the Scientific Planning Committee for the meeting in sufficient time for their review and reminder emails will be sent when required.
 - a. All corresponding authors for accepted abstracts and unknown case presentations
 - b. All facilitators of scientific sessions
 - c. All invited speakers including faculty presenting at the symposium
 - d. All members of the CANP Scientific Planning Committee
2. On the CANP COI form the following financial or 'in kind' relationships in the preceding 2 years must be disclosed:
 - a. Any direct financial interest in a commercial entity such as a pharmaceutical organization, medical devices company or communications firm ("the Organization")
 - b. Investments held in the Organization
 - c. Membership on the Organization's Advisory Board or similar committee
 - d. Current or recent participation in a clinical trial sponsored by the Organization
 - e. Member of a Speakers Bureau
 - f. Holding a patent for a product referred to in the CME/CPD activity or that is marketed by a commercial organization
 - g. All other investments or relationships that could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity.
3. The completed COI forms will be reviewed by the CANP Scientific Planning Committee in advance of the CANP annual meeting.
4. In the event of a disclosed COI, the CANP Scientific Planning Committee will consider the nature and scope of the COI and will review the proposed content of the presentation. This review will focus on identifying potential bias that the COI has on the content of the talk and ensuring that the content of the talk is balanced and aligned with the interest of the public. If the Scientific Planning Committee decides that a potential bias is present, the committee could pursue one of several courses of action including:

- a. The topic of the presentation could be altered but the speaker remain; options include:
 - i. Requesting that the presenter revises the content of their presentation to limit the areas of the presentation where the COI is most significant.
 - ii. Limiting the content of the talk to evidence based claims and requesting that the presenter does not include personal opinions or recommendations.
- b. Seeking a peer review of the COI and content of the presentation to further aid decision making.
- c. In cases where the committee feels that the content of the intended talk cannot be sufficiently revised to minimize bias, the speaker could be excused from the CPD program

These guidelines are consistent with and reflect the Code of Ethics and Physician-Industry Interactions Policy of the Canadian Medical Association, and the guidelines of the Royal College of Physicians and Surgeons of Canada, include elements of the National Standard for Support of accredited CPD activities (v.23).

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COPYRIGHT POLICY

1. The abstracts for each annual meeting are published in a supplement of the Canadian Journal of Neurological Sciences (CJNS), and the copyright of these abstracts is transferred to the CJNS. Each corresponding author is required to complete the *Cambridge University Press Copyright Transfer Form JCT.12.2* and submit this to the CANP Scientific Planning Committee at the time of abstract submission. Reminder emails will be sent when required. Presenters are notified of this requirement in written format via the Instructions for Authors sheet for each annual meeting.
2. Presenters at accredited educational activities of the CANP may include copyrighted materials in their presentations if they have the permission of the copyright owner to do so, or the amount of the work being displayed is a Short Excerpt¹, or their use of copyrighted material meets the conditions set out in s. 30.04 of the Copyright Act C-42².
3. Members are reminded of this Copyright Policy in written format on the Instructions for Authors sheet for each annual meeting. They must sign a declaration that they are adhering to copyright policy with each submission to the annual conference.
4. Presentations recorded or otherwise converted for viewing on the members-only access section of the CANP website must adhere to the same guidelines as oral presentations.
5. Presenters who are unsure whether their use of copyrighted material meets these guidelines should refrain from using such material in their presentation.
6. Presenters are encouraged to contact the Copyright Office at their parent institution for further guidance.

Explanations

¹A **Short Excerpt** is herein defined as 10% or less of a Work, or no more than:

- (a) one chapter from a book;
- (b) a single article from a periodical;
- (c) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart and plan) from a Work containing other artistic works;
- (d) an entire newspaper article or page;
- (e) an entire single poem or musical score from a Work containing other poems or musical scores; or
- (f) an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work,

The Short Excerpt must contain no more of the Work than is required in order to achieve the fair dealing purpose of education.

²<http://laws-lois.justice.gc.ca/eng/acts/C-42/page-12.html>. This section permits use of short excerpts of copyrighted material by an educational institution, or a person acting under the authority of one, to do any of the following acts for educational or training purposes in respect of a work or other subject-matter that is available through the Internet:

- (a) reproduce it;
- (b) communicate it to the public by telecommunication, if that public primarily consists of students of the educational institution or other persons acting under its authority;
- (c) perform it in public, if that public primarily consists of students of the educational institution or other persons acting under its authority; or
- (d) do any other act that is necessary for the purpose of the acts referred to in paragraphs (a) to (c).

under the following conditions:

1. The presenter in doing any of the acts described above mentions the following:

- (a) the source; and
- (b) if given in the source, the name of
 - (i) the author, in the case of a work,
 - (ii) the performer, in the case of a performer's performance,
 - (iii) the maker, in the case of a sound recording, and
 - (iv) the broadcaster, in the case of a communication signal.

2. Notwithstanding the previous section, use of copyrighted material is prohibited if

- (a) The work or other subject-matter, or the Internet site where it is posted, is protected by a technological protection measure that restricts access to the work or other subject-matter or to the Internet site.
- b) The work or other subject-matter, or the Internet site where it is posted, is protected by a technological protection measure that restricts the doing of that act; or a clearly visible notice and not merely the copyright symbol prohibiting that act is posted at the Internet site where the work or other subject-matter is posted or on the work or other subject-matter itself.

c) The presenter knows or should have known that the work or other subject-matter was made available through the Internet without the consent of the copyright owner.

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Guidelines for Relationships with Sponsors

The Canadian Association of Neuropathologists/ L'Association Canadienne Des Neuropathologistes (CANP) may decide to welcome the support of industry* and other corporations in achieving our goals of continuing professional development (CPD). In obtaining as well as in providing financial support for CPD activities certain guidelines must be followed to ensure that there is no conflict of interest between the aims of those providing or participating in the educational activity and those of the company that is supporting the program, and that the nature of funding has no influence over the content of the educational session.

Professional development activities organized by the CANP are not a forum to advertise products and must be free of commercial bias. Activities related to commercial products must present objective information about those products predicated upon scientific assessment of evidence generally accepted in the medical community, and must be distinguished from legitimate, independent CPD activities.

Identifying Products, Reporting on Research, and Discussing Unlabeled Uses of Products:

1. The use of generic names for drugs should be used in presentations, discussions, and enduring material.
2. In the course of educational discussions, speakers must disclose when a commercial product is not labeled for the use under discussion or when the product is still investigational.

Exhibits and Other Commercial Activities:

3. When commercial exhibits are part of the overall program, arrangements for these should not influence planning or interfere with the presentation of CPD activities.
4. Representatives of corporations providing commercial support may attend educational activities in accord with CANP meeting regulations. These representatives should not actively participate in the discussion nor promote their products, which should be restricted to venues specifically convened for this purpose.

* The term industry will be interpreted to include pharmaceutical and medical supply companies, other non-physician organizations or corporations and for-profit physician organizations or groups.

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5. Product specific advertising or promotional materials cannot be included on or appear within locations where the scientific sessions are occurring immediately before, during or immediately after an accredited CPD activity.

Submission and Presentation of Abstracts by Industry:

6. Industry may submit abstracts and present their work as any other participant according to the corresponding rules, regulations, and fees. The content of the presentation must be clearly reflected in the abstract and has to be of scientific or clinical interest. The industry affiliation must be clearly indicated in any and all presentations, written or otherwise.

Acknowledgement of Support:

7. Acknowledgement of support will be included in the course program without specific product designation. The acknowledgement of support will be separate from the educational content and will not be linked to a specific educational session or section.

Commercially Supported Social Events:

8. The value of social functions at CPD events is recognized, but they should neither compete with, nor take precedence over, the educational events. Judgment should be exercised to ensure that the scientific content is the primary focus of the meeting, and not the venue nor social activities. Both the CMA and Rx&D guidelines must be adhered to in this respect.

Policy on Disclosure of Faculty and Sponsor Relationships:

9. All presenters in CPD activities organized by the CANP are required to disclose to a program audience any real or apparent conflict of interest that may have a direct bearing on the subject matter of the program. Please refer to the CANP policy on Conflict of Interest.

These guidelines are consistent with and reflect the Code of Ethics and Physician-Industry Interactions Policy of the Canadian Medical Association, and the guidelines of the Royal College of Physicians and Surgeons of Canada, the College of Family Physicians of Canada, and Section 4 of Rx&D, Canada's Research Based Pharmaceutical Companies Code of Conduct. They also include elements of the National Standard for Support of accredited CPD activities (v.23).

* The term industry will be interpreted to include pharmaceutical and medical supply companies, other non-physician organizations or corporations and for-profit physician organizations or groups.

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PRIVACY POLICY

The Canadian Association of Neuropathologists is committed to protecting the privacy of its members.

- a. Contact information:
 - i. The Secretary-Treasurer will maintain an up-to-date database with the contact information of its members, including name, office address, phone and fax number and email address. This database will be shared with the President and Website manager of the CANP. The database will be stored electronically on secure servers.
 - ii. Contact information for the members of the CANP is available in the 'Members Directory' in the members only, password protected area of the CANP website. Members are each asked annually whether they consent to having their contact information shared with our membership via this online directory; this consent is given in writing on the submission of annual dues form.
 - iii. Contact information of our membership will generally not be shared with a third party. Exceptions may be considered at the discretion of Executive Committee to provide members contact information to International and National pathology and neuropathology associations.
- b. Financial information:
 - i. Our members can choose to pay their membership dues and annual meeting registration either by cheque, direct funds transfer on the internet, or by paycredit card. Credit card payments are collected by the Secretary-Treasurer and processed securely online using Moneris. Credit card information for our members is stored in paper format in the locked office of the Secretary-Treasurer.
 - ii. Financial information of our members will not be shared with any other individuals within the CANP or with a third party.