Conflict of Interest Disclosure forms (for speakers)

Below are the steps for completing the required financial conflict of interest disclosure forms required as a speaker. Forms are completed electronically through VSTAR CME (Continuing Medical Education). More detailed instructions with screenshots follow.

If you are new user, your email will contain instructions on creating your account. For more information:

- For new Vanderbilt users.
- For new non-Vanderbilt users.

1. Access COI forms

   - Once the form is ready, you will be sent an email with a unique link to the required forms.
   - Click the link and log in to VSTAR CME.

2. Complete COI forms

   - Complete all required fields of form.
   - Click Submit.
   - Unless otherwise notified, no further action is needed on your part.

3. Approval of COI forms

   - Once completed, the CME Office reviews all forms. If there is a potential conflict, they will contact you about modifications and resolution
   - Once the form has been approved, you will be notified via email.
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![Email content]

Hello,

Thank you for agreeing to participate in Demo Session II 02/21/15 to be held June 1, 2015 8:15 am.

Because this is a CME-certified activity, you are required to disclose relevant financial information and agree to terms set forth by the ACCME and Vanderbilt University Medical Center. The purpose of these requirements is to ensure that the content presented is objective and intended to improve the health status of the public.

To submit the disclosure form:
1. Go to [https://cmestest.mc.vanderbilt.edu/test/node/2079/edit](https://cmestest.mc.vanderbilt.edu/test/node/2079/edit)
2. Complete all fields in the form
3. Sign and click Submit

Please note that you must log in prior to providing the requested information. If you have not yet created an account, please follow the directions in the email with subject line “Office for Continuous Professional Development: An administrator created an account for you.”

If you need assistance with your account, please contact CME Demo.

We appreciate your interest in and support of continuing medical education,

VUMC Office for Continuous Professional Development
2. Complete COI forms

- Complete all required fields of form.

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**Disclosure of Financial Relationships/Terms of Agreement**

- Click on any of the tabs to revisit and edit your answers.
- Tabs and questions may differ from these, depending on your answers.

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Complete required fields (marked with *)
• Click Submit.

Note that the submit button will not display until you have read and accepted.

Click Submit to complete the form.

• Unless otherwise notified, no further action is needed on your part.

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