



NORTHLAKE DENTAL ASSOCIATION

Letter of Agreement and Disclosure



In order to qualify to provide CE credit through the AGD PACE program, Northlake Dental Association must adhere to guidelines that ensure we are providing our members with quality educational programs that are free of direct or indirect commercial influence. Any commercial relationships between Northlake Dental Association, course providers and a commercial company and its products must be fully disclosed to participants. Northlake Dental Association will disclose in its announcements, brochures educational materials and at the course itself any external funding. All courses receiving commercial support must have a letter of agreement outlining the terms and condition of the arrangement and/or relationship between the program provider and the commercial supporter. Programs sponsored by Northlake Dental Association must present a balanced view of all therapeutic options. The promotional nature of the activity will be fully disclosed and whenever possible generic names must be used to contribute to the impartiality of the program.

Title of CE Activity		Date of Event	
Sponsor Name		Sponsor Contact	
Mailing Address		City, State, Zip	
Phone		Fax	
Cell Phone		Email	
CEU Value of Proposed Course		Target Audience for Proposed Course	Docs Hygiene Assts Admin Full Team
Sponsorship Includes	<input type="checkbox"/> Speaker Honorarium <input type="checkbox"/> Speaker Travel <input type="checkbox"/> Speaker Meals/Lodging <input type="checkbox"/> Venue Rental <input type="checkbox"/> A/V Equipment <input type="checkbox"/> Catering <input type="checkbox"/> Marketing/Promotion		
Conditions 1. Statement of Purpose: The program is for scientific and educational purposes only and will not promote the products of the company directly. 2. Control of Content & Selection of Presenters and Moderators: Sponsor is responsible for control of content and selection of presenters and moderators. The company agrees not to direct the content of the program. The company, or its agents, will respond only to sponsor-initiated requests for suggestions of presenters or sources of possible presenters. The company will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between the company and speaker, and will provide this information in writing. Sponsor will record the role of the company, or its agents.			
Signed for Northlake Dental Association		Date	
Sponsor Representative		Date	

Return this completed document by email to northlakeda@gmail.com. Thank you!