General Submission Agreement and Disclosure Policy

Speaker/ Instructor Disclosure Guidelines

General Submission Agreement

By submitting a paper or presentation for an ACI Alliance Symposium, you explicitly agree:

- To disclose to ACI Alliance any relevant financial relationships with any commercial interest as it pertains to the content of the presentation. Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to resolve the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

- To inform ACI Alliance if you develop or acquire a disclosable interest related to the content of your presentation at any time before the conference.

- To disclose relevant financial and nonfinancial relationships on site in formats specified by ACI Alliance.

- To refrain from attempting to persuade attendees to purchase or use a specific product, service, piece of equipment, or device.

- When discussing a specific product or service, to offer information on its theoretical framework, relevant evidence, and operational details; to disclose in advance if your presentation will not address the range of competing products or services; and to refrain from overt selling.

- To provide appropriate evidence to support any claims related to efficacy, validity, precision, reliability, or other evidence claims about approaches to assessment or treatment.

- To follow accepted research procedures concerning protection of human subjects and confidentiality.

- To follow the guidelines for crediting authorship for research presentations as outlined in the Publication Manual of the American Psychological Association.

- To obtain written permission from copyright holders for the use of any previously published material in your presentation or handouts.

Disclosure Policy

Refusal to disclose any financial or non-financial relationships disqualifies you from speaking at an ACI Alliance sponsored conference. If your presentation is accepted, you will be expected to disclose relevant relationships on-site at the time of your presentation, at the beginning of your presentation either verbally or visually, and visually for posters. The requirement for disclosure is not intended to imply any impropriety of such relationships, but simply to identify such relationships through full disclosure and to allow the audience to form its own judgments regarding the presentation.

Examples of relevant financial relationships that should be disclosed, may include:

- Being an employee of, or a paid consultant to, an organization whose product or service you discuss in your presentation.
- Receiving grant funds for a research project you discuss in your presentation
- Receiving royalties from the sale of a book whose content you discuss in your presentation
- Patent holder
- Ownership interest (stocks, stock options or other ownership interests)

Examples of relevant nonfinancial relationships that should be disclosed, may include:

- Serving as a formal advisor to a review panel
- Sitting on the board of an organization whose product or service you discuss in your presentation
- Receiving an award or honor from an organization whose product or service you discuss in your presentation