

SLEEP 2019

Conflict of Interest Management System Instructions

Please log on the COI site to complete your conflict of interest/disclosure information by no later than March 1, 2019. Speakers who have not completed their COI disclosure by March 1, 2019 may be replaced. If your conflicts of interest change at all after March 1, we request that you verbally disclose those conflicts during your presentation and provide citations to the audience during your presentation. If you have questions regarding the Conflict of Interest Management System, please contact the AASM Meeting Department at (630) 737-9700.

1. Go to <http://coi.sleepteam.org/> by **Friday, March 1, 2019**.
2. The first time you visit the website, you will have to register an account by clicking on the “Register” icon at the right side of the home page. After creating your account, you will be able to login using the User Name and Password you created. On the Account Login page, please check that you are managing conflicts of interest for “Events.”
3. Detailed instructions are provided on each page of the Conflict of Interest Management System. Please read the instructions carefully. You will first be prompted to “Manage Conflicts.” You must enter all of your conflicts of interest into this form, regardless of whether they pertain to your presentations or involvement at SLEEP 2019.
4. After the conflicts are entered, select “Start New COI Form.” Confirm that you are presenting at SLEEP 2019 by clicking “SLEEP 2019.” A list of all presentations at the conference will appear. Check the session(s) that you are presenting. Then, click “Add Selected COI Forms.” A COI form will be generated for each session.
5. The forms will be viewable on the “COI Forms” web page. If the material in your presentation is related to one or more of your conflicts of interest, you will be required to resolve those conflicts by providing 1-3 citations that you will refer to in your presentation that provide the best evidence in support of your topic. Click “The material is relevant to one or more of my conflicts.” Add a citation by clicking on the “Add” button next to “Citations.” If you do not have any conflicts of interest, check the box next to this statement: “The material has no relationship with any of my potential conflicts” for each session.
6. Ensure that your current CV is uploaded by clicking “CV” at the top menu.
7. Once all COI forms are marked with a green, complete box next to them, you can log out of the system.

Accreditation Statement

SLEEP 2019 meeting activities have been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the American Academy of Sleep Medicine (AASM) and the Associated Professional Sleep Societies, LLC (APSS). The American Academy of Sleep Medicine is accredited by the ACCME to provide continuing medical education for physicians.

The Accreditation Council for Continuing Medical Education (ACCME) accreditation requirements and policies require that all speakers/planners/authors disclose all relevant financial relationships with any commercial interest to the provider. The ACCME defines “‘relevant’ financial relationships” as financial relationships of any amount occurring within the past 12 months that create a conflict of interest. Should the speaker have an existing conflict of interest, it is required that each speaker resolves all conflicts of interest prior to the educational activity by submitting 2-3 citations referencing the best available evidence in support of the topic.