



# MARYLAND ACADEMY OF FAMILY PHYSICIANS

ABLE, RESPONSIVE FAMILY PHYSICIANS SERVING THEIR COMMUNITIES

September 24, 2009

Mark B. Stephens, M.D., MS CDR MC USN  
via mstephans@usuhs.mil

Dear Dr. Stephens:

On behalf of President Dr. Yvette L. Rooks, Educational Program Chair Dr. Ramona G. Seidel, as well as the officers and members of the Maryland Academy of Family Physicians (MAFP; [www.mdafp.org](http://www.mdafp.org)), we express our sincere appreciation for your agreeing to participate as a presenter at the upcoming **2010 MAFP Winter Regional CME Conference**. We are happy to be working with you again! Please note and carefully review the following details to date, as well as our requests of you:

### Presentation Details

- **Conference Title:** Issues in Treating Special Populations
- **Conference Date:** Saturday, February 20, 2010
- **Site:** Sheraton Columbia Town Center Hotel, Columbia, MD  
[www.sheraton.com/columbia](http://www.sheraton.com/columbia)

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| <ul style="list-style-type: none"><li>• <b>Topic:</b> Returning Servicemen and Their Families</li><li>• <b>Date:</b> Saturday, February 20, 2010</li><li>• <b>Time:</b> 8:45am-9:45am</li></ul> |
|---|

We would appreciate a 60-minute session which should lend itself to as much interaction with audience members as possible. In fact, we ask that you pattern your talk with an element of interaction in mind, rather than the straightforward lecture format. For example, a clinical case with questions to the audience such as "what would you do next?" can help cement new knowledge in adult learners. If interaction leads to unscripted avenues, we ask that you be flexible. Your presentation will be made available to learners, in the event that you don't get to

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all of your slides. The moderator will make sure that the discussion stays on track.

If, as you develop your material, specific questions occur to you about the focus for your presentations to our group, please contact Dr. Seidel directly (410-349-2250, rgms01@verizon.net) or through the MAFP office (410-747-1980, info@mdafp.org).

### **CV and Photo**

Please send your CV and a photo via email to ebarr@mdafp.org (need photo by 11/15/09 for the promotion which will appear in the Winter edition of "The Maryland Family Doctor" publication.).

### **Honorarium, Expenses, Commercial Support**

Honorarium, appropriate travel, hotel accommodation (if needed) and reasonable expenses will be reimbursed to you directly by the Maryland Academy of Family Physicians, possibly as underwritten by an educational grant from a sponsoring company. Honorarium will be paid according to the accompanying schedule. Please contact me if you wish to discuss this aspect of your presentation.

Commercial supporters of CME presentations will abide by the *MAFP Conditions and Purposes for Contributed Funds and In-Kind Support from a Commercial Source for CME Activities* (available upon request).

MAFP asks faculty members to consider donating all or part of their honoraria to the MAFP Foundation, the mission of which is Optimal Health for Marylanders Through Educational and Research Initiatives in Family Medicine. Funds will go directly to programs which support medical student research and education projects as we seek to promote the specialty of Family Medicine as a career consideration for medical students. Please contact MAFP if you wish more information and/or to initiate the process for this option.

### **Policy on Full Disclosure**

As an organizational provider of CME, MAFP must comply with the Accreditation Council for CME (ACCME) Standards (www.accme.org). The ACCME requires CME faculty to submit to the provider (MAFP)

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disclosure/conflict of interest statements. Please complete and return the accompanying disclosure forms.

## Topic Needs Assessment/Learning Objectives

Also, in accordance with ACCME rules for providers of CME (but also for enhanced information about your topic to our registrants), MAFP now publishes and distributes to program registrants topic need statements and topic learning objectives. MAFP requires each speaker to submit a need statement and learning objectives by deadline below.

**Topic Need Statement:** the problem or gap in knowledge that the topic will address. The needs assessment should correlate with the topic learning objectives.

**Topic Learning Objectives (2-3):** statements of what the speaker plans to accomplish by presenting the topic.

## Example of Need Statement and Learning Objectives

*Topic: Contraception Update*

### Need statement:

*Contraception is one of the most common reasons a woman of child-bearing age comes to the doctor. Contraceptive methods are changing constantly, with new technologies and drugs emerging each year. Physicians must keep current with the availability of these methods, their indications, and contraindications to effectively prescribe and educate. The physician must also be aware of popular beliefs surrounding contraception, so that the physician and patient together can make a culturally competent choice regarding reproductive management.*

### Learning Objectives:

- 1. Be aware of the contraceptive methods currently available, and of web-based resources to keep updated on their availability.*
- 2. Be aware of indications and contraindications of certain methods, and of web-based resources to keep updated regarding these indications and contraindications.*
- 3. Be able to provide brief and effective "in the exam room" contraceptive counseling, and be able to provide the patient with reliable web-based resources so that she may educate herself.*
- 4. Recognize that many patients have preconceived notions regarding reproductive management, and be able to provide accurate information and web-based resources to address these notions.*

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## Slide Presentations/Handout Material

MAFP requires presentation/handout material from each speaker (usually a slide presentation, a topic outline, a narrative... no abstracts or articles). Materials will be included in registration packets (along with program schedule, topic objectives and speaker disclosure information) and/or made available at [www.mdafp.org](http://www.mdafp.org). Materials submitted by deadline will also be loaded on the conference laptop for the convenience of faculty members. **Presentations/handouts must be submitted electronically in Power Point, PDF or WORD formats.**

## Audio/Visual Services

MAFP will provide the following:

- technician services
- laptop computer (with files of slide presentation pre-loaded if received by deadline)
- LCD projector for computer presentations
- projection tables/microphones/screens
- laser pointer

Any other A/V needs (slide projector, dual projectors, overhead projector, flip chart, blackboard) will need to be conveyed to MAFP by deadline (no VCRs/monitors). For backup, speakers are welcome to bring their own files and/or laptops. Also, as there will be no slide review area, if you are using slides, please review your slides offsite prior to your presentation.

## Overnight Accommodation

Faculty members must make their own arrangements for overnight hotel accommodations. MAFP will reimburse for one night's accommodation. Please make reservations at the Sheraton Columbia Hotel (if needed) by calling the toll-free central reservations number 888-627-8318 or using the reservations link at [www.mdafp.org](http://www.mdafp.org) (availability pending). Please tell them that you are with the MAFP conference to get the group rate and to assure that MAFP receives credit for your reservation.

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## Important Deadlines for Items Required of Faculty

Please send the following items by email to [ebarr@mdafp.org](mailto:ebarr@mdafp.org) or by fax to 410-744-6059:

<u>ITEM</u>	<u>DEADLINE</u>
1. Exact Topic Title	<u>Immediate</u>
2. Professional Title/CV	<u>Immediate</u>
3. Topic Need Statement	<u>Immediate</u>
4. Topic Learning Objectives	<u>Immediate</u>
5. Photograph (jpg file)	<u>November 1, 2009</u>
6. Disclosure Form	<u>February 1, 2010</u>
7. Presentations/Handouts	<u>February 1, 2009</u>
8. Additional A/V Requests	<u>February 1, 2009</u>

We anticipate an attendance of 80-100 family physicians and other primary health care providers, both clinical and administrative. We feel sure that you will find the audience to be attentive and receptive to your presentation. Thank you for your willingness to participate in our conference and for complying with the necessary requirements and requests.

Please contact me if you have any questions or concerns at this time. We will be back in touch with you as the event draws closer and will send to you all pertinent details along the way.

Sincerely with regards,

Esther Rae Barr, CAE  
Executive Director  
enclosures

## Enclosures

1. Policy on payment of speaker honoraria - for those being paid directly by MAFP
2. MAFP CME Policy on Full Disclosure - complete and return pp. 3-4

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P.S. Note for MAFP-Member Family Physician Faculty Members: Physician presenters for MAFP CME conferences may claim credits (AAFP Prescribed and AMA Category 1) for preparation of talks according to AAFP policy ([www.aafp.org/PreBuilt/cmea\\_memberrequirements06.pdf](http://www.aafp.org/PreBuilt/cmea_memberrequirements06.pdf)).

Note for MAFP-Member Family Physician Faculty Members: MAFP members who are presenters for MAFP CME conferences may claim credits for preparation of talks according to AAFP policy (link above) for the MAFP CME requirement for Active/Supporting members (policy posted at [www.mdafp.org](http://www.mdafp.org)).

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