

(Faculty/Committee member),

We are excited to have you as part of the (Insert Name) activity. As a prospective planner or faculty member, we would like to ask for your help in protecting our learning environment from industry influence. Please create your account and complete your disclosure by following the attached step-by-step instructions hyperlinked below. This needs to be completed by (date) as the Standard for Integrity and Independence require that we disqualify individuals who refuse to provide this information from involvement in the planning and/or implementation of accredited continuing education.

When you are done, please email me back that you have completed this and the email address you used to create your account. I will need this information to link your disclosure to this activity in our system.

Thank you for your diligence and assistance in advance.

[How to Complete a Disclosure Guide](#)