



EXHIBIT FINANCIAL SUPPORT LETTER OF AGREEMENT

Activity:

Date(s):

Location:

Activity website:

Accredited Provider: Des Moines University, Des Moines, IA

Contact: Vanessa Gray, MHA, CMP, CHCP, Director of Continuing Medical Education

Phone: 515-271-1541

Email: Vanessa.Gray@dmu.edu

Joint Provider:

Contact:

Phone:

Email:

Company:

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TERMS

Company wishes to purchase unrestricted table space for the above-named activity in the amount of \$

Name of Company as you would like it to appear in meeting materials:

Contact:

Phone:

Email:

Name and contact information for representative at the meeting (if applicable).

Individual 1:

Phone:

Email:

Individual 2:

Phone:

Email:

The following items will be provided at no charge:

- 8 foot table with two chairs. *All tables must be covered. Please bring a tablecloth.*
- Other:

The additional items are requested. Additional fees may occur.

Electrical outlet

Other:

ACCME Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education

Standard 5 applies only when there is marketing by ineligible companies or nonaccredited education associated with the accredited continuing education.

Accredited providers are responsible for ensuring that education is separate from marketing by ineligible companies—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education.

1. Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:
 - a. Influence any decisions related to the planning, delivery, and evaluation of the education.
 - b. Interfere with the presentation of the education.
 - c. Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
2. The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
 - a. Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
 - b. Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
 - c. Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
 - d. Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
3. Ineligible companies may not provide access to, or distribute, accredited education to learners.

CONDITIONS

1. In consideration of the space provided by the Accredited Provider as described in this Letter of Agreement, Company shall pay for the exhibition space. No refunds will be issued.
2. Exhibits will be placed outside the meeting room where the educational activity is taking place.
3. The opportunity to exhibit will be open to commercial supporters in addition to the Company.
4. The payment is for exhibit opportunity only.
5. Company will use the name badge provided by the activity.

6. Display needs will be provided by Accredited Provider to Company (internet, boards, electricity, etc.).
7. The Accredited Provider will acknowledge support from the Company verbally and in activity materials.
8. Company is responsible for clean-up (remove all materials from the premises, etc.).
9. The terms of this Letter of Agreement do not, either directly or indirectly, constitute any form of employment contract or promise of employment between the Company and Des Moines University.
10. The Letter of Agreement contains the entire agreement and understandings between the parties and it supersedes all prior agreements, understandings, and representations written or oral relating to the subject matter. This Letter of Agreement shall be binding upon the parties and their representatives and successors.

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PAYMENT

As described in this letter of agreement, in consideration of the space provided, Company shall pay Accredited Provider for the exhibition space. Such payment shall be made. No refunds will be issued. Please select a payment method below.

Credit card payment: Please call 515-271-1596.

Payment by check: Please make checks payable to *Des Moines University* and include a copy of the signed exhibit letter of agreement. DMU's Federal identification number is 42-0730347.

Des Moines University
 Attn: Accounting
 3200 Grand Avenue
 Des Moines, IA 50312

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SIGNATURES OF AGREEMENT

The commercial interest agrees to: (1) abide by all general terms and conditions of this letter of agreement, (2) abide by the [ACCME Standards for Integrity and Independence in Accredited Continuing Education](#), and (3) submit payment.

Company Representative

Signature

Date

The accredited provider agrees to: (1) abide by the terms and conditions of this Letter of agreement, (2) abide by the [ACCME Standards for Integrity and Independence in Accredited Continuing Education](#), and (3) acknowledge support from the company verbally and in activity materials.

Des Moines University
Accredited Provider

Signature

Date

Joint Provider

Signature

Date