

**UNIVERSITY OF COLORADO SCHOOL OF MEDICINE
GRADUATE MEDICAL EDUCATION
SPEAKER GUIDELINES**

1. At the beginning of the seminar it must be stated by whoever invited the speaker that the University of Colorado School of Medicine does not endorse this person's company. The following statement should be read to the audience:

“The University of Colorado School of Medicine does not endorse this company or recommend any of its commercial products, processes, or services. The views and opinions expressed do not necessarily state or reflect those of the institution, and they may not be used for advertising or product endorsement purposes.”

2. The company is not allowed to contact anyone who attends the seminar. No list of attendees can be provided; however, an attendee is free to contact the speaker if s/he wishes. You must inform the company of this before they come.

3. The company is not allowed to leave any brochures or show slides outlining what services the company provides. Information must be about the topic in a general sense. You must inform the company of this before they come.

4. The speaker must complete the Speaker Disclosure, Consent & Waiver Form and return to the Program Coordinator. Program must keep the completed Form on file.