

Bergen County Dental Society

426 Hudson Street Hackensack, NJ 07601
201-487-1073
www.BERGENCOUNTYDENTISTS.org

Sample Letter to Speakers

DATE: _____

Dear Dr. _____:

On behalf of the Bergen County Dental Society (BCDS), I would like to thank you for agreeing to participate as a speaker on _____. The topic/title of your presentation, (please insert here) _____; will be held at Seasons (466 Pascack Road Township of Washington, NJ 07676) from 6:00PM to 9:00PM.

As the accredited provider, the Bergen County Dental Society requires that Continuing Dental Education (CDE) activities be fair and balanced, independent, objective and scientifically rigorous. The presentation must be free from commercial bias, promote quality dental healthcare and be based on scientific evidence and principles standard within the dental profession. The enclosed document, Guidelines: Individuals Planning or Presenting at Bergen CDE Activities, will review the requirements we maintain for speakers.

We ask for your strict cooperation in meeting these standards. Please review and complete where indicated all the enclosed forms and FAX to the BCDS office at 201-444-7963, no later than eight weeks prior to the activity. Please also include your curriculum vitae.

Speakers who do not comply with these requirements or who refuse to submit the required documentation WILL NOT be able to participate in the CDE activity.

Publicity of this event is via the BCDS Newsletter at www.BergenCountyDentists.org Our accreditation is contingent upon the inclusion of the educational goals and objectives of any lecture we sponsor. Therefore, in addition to the forms mentioned above, you are required to supply no greater than (3) objectives of your presentation and the goals attendees will glean.

If you need assistance in any of these matters, you may contact our Executive Secretary, Carol Bensky, at BCDS office 201-487-1073 or via email at carol.bensky@gmail.com.

Thank you for your cooperation.

Sincerely,

Nicholas Corrado DeRobertis, DMD
Chairman, BCDS Executive Council