

# Welcome to the Bergen County Dental Society Speaker Policy section.

This information was compiled to help you navigate through the questions you may have when prospecting for speakers for continuing education lectures. All other forms necessary to comply with the regulations for continuing education sponsorship are included for download (Here). If you have any questions, there is contact information included here as well.

## I. Where can potential speakers be found?

Potential dental continuing education speakers can come from a variety of places. Unfortunately, potential speakers cannot be members of the Bergen County Dental Society, however, many sources to investigate are:

- Academic affairs administrators
- Allied dental educators
- Biomedical science faculty
- Dental clinicians
- Clinical faculty
- Colleagues from other health professions
- Government relations experts
- Health professions advisors
- Postdoctoral dental educators and students
- Program directors
- Public health and community health specialists
- Researchers & Technology specialists

## II. What is the length the speakers must present their topics?

Typically, the Bergen County Dental Society monthly meeting lectures are one hour in length, however, we also offer some lectures for two hours, as per the adopted schedule. Special seminars can run seven (7) hours or (3) hours in length.

## III. What is pertinent course content?

(a) The BCDS has adopted guidelines for course content, which state that the continuing education this society sponsors shall fall within the accepted scientific protocols in the field of Dentistry and/or Medicine. Therefore, all subjects contained therein would be eligible for acceptance by the Executive Council. Furthermore, any subjects that are deemed experimental in nature, or employ the use of devices, medications, materials or protocols that can be construed as experimental (and therefore not within the medical/dental standard) would also be ineligible.

(b) Please note that course content should NOT be structured solely as a "sales pitch". Their purpose is to deliver knowledge, clinical experiences, etc for evaluation, consideration and direct application by the audience. Speakers should be encouraged to introduce their professional affiliations, but should NOT present any material or product or endorse them as such.

(c) If speakers have books or other materials for sale that support the topic of the presentation, they MAY NOT have them available for purchase before, during or after the presentation.

(d) Speakers may distribute materials to the audience that relate directly to the program in question or are materials designed to support groups that are directly related to the subject matter. Example: A continuing education seminar on infection control or OSHA guidelines can have promotional/informational material from the CDC, OSHA, EPA or OSAP.

## IV. Required Speaker Information:

The following information must be readily available upon scheduling the speaker engagement:

- (a) Title of the presentation.
- (b) Full name of speaker and degree.
- (c) Is the speaker affiliated with any institution? If yes, which and for how long?
- (d) Brief biography of the speaker.
- (e) Speaker contact information.
- (f) Presentation abstract:

1. Must be no more than 200 words.
2. Describe the theme and purpose of the presentation.
3. An outline of the educational goals of the presentation.

(g) Is this the initial presentation of this material? If not, where has it been presented and when?

(h) For the presentation material, has the speaker been granted State Board of NJ Dentistry approval? If so, when was the presentation approved? Please ask the speaker to provide written verification of this approval.

#### **V. Inform speakers about audience questions?**

Speakers should be informed that questions from the audience are encouraged and should plan a minimum of 15 minutes at the end of their presentation for group questions and discussion. (Speakers who hesitate about question-and-answer sessions are not encouraged by this society.)

#### **VI. Audio-visual requirements?**

(a) Please inform speakers that we will provide the following:

1. Projection screen (1)
2. LCD computer projector (1)
3. Laser pointer

(b) Speakers should be informed they need to provide a laptop computer with their presentation (Powerpoint format). Any additional audio-visual requirements will be the responsibility of the speaker.

#### **VII. Is there an honorarium for the speaker?**

Whether speakers are scheduled for lectures at monthly meetings or full day seminars, financial compensation (honorarium) is as determined by any of the following: Executive Council, Continuing Education Committee and Program Committee; MUST have the approval of the Secretary/Treasurer of this society.

#### **VIII. Speaker Expenses:**

Please note that this society is NOT RESPONSIBLE for any expenses, insurances, etc incurred by this speaker, or travel/lodging accommodations.

#### **BCDS Contact information:**

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#### **PDF Files Included for Download:**

BCDS Sample Letter to Speakers

BCDS Conditions & Disclosure Form

BCDS Conflict of Interest Declaration Form

BCDS Speaker Guidelines Commercial Support

BCDS Affidavit of Image Authenticity Form

#### **Click this link to view:**

Guidelines: Individuals Planning And / Or Presenting Continuing Dental Education (CDE) Activities