ATS 2020/Virtual

Instructions for Preparing Disclosure Slides

Preface:

This instructional memo is intended to help you to use the ATS-provided slide templates to prepare the disclosure-to-audience slide(s) that must be included in your ATS 2020/Virtual presentation. **ATS is unable to produce disclosure-to-audience slides for ATS 2020/Virtual presenters in the manner done automatically for recent “live” ATS Conferences, and to ensure compliance with ATS conflict of interest (COI) policies and external standards, we ask you to assist us by preparing your own disclosure slide(s).** We appreciate your cooperation and look forward to restoring automatic production of your disclosure slides for future conferences.

Please note that **this disclosure-to-audience (learners) is in addition to the mandatory completion of the online 2020 ATS Disclosure Form by presenters prior to the Conference.** The ICMJE disclosure forms required of ATS Journal manuscript authors are manuscript-specific and do not meet Conference requirements. ATS COI staff contacts all proposed Conference presenters directly and provides an ATS Disclosure Website login username and instructions.

If you have questions or need information about ATS disclosure procedures not provided in this memo, please e-mail ethicsoffice@thoracic.org

**Step 1:**

**See the accompanying ATS 2020/Virtual disclosure slide template to use** to enter the required information and produce your disclosure slide(s).

**Step 2:**

If you previously completed a 2020 online ATS Disclosure Form at our ATS Disclosure Website, you can access and download a PDF to remind you of any disclosures you made there that are **relevant to your presentation** and therefore should be noted within your ATS 2020/Virtual disclosure slide. Log back at [https://thoracic.coiriskmanager.com](https://thoracic.coiriskmanager.com) using your previously issued site username and self-determined password. If you have forgotten either, use the “Forgot …” options on the log-in page. Within the site, at "Home" choose "Disclosures Available to Update", then select your 2020 form, click the “View Disclosure” icon (not “Update”). These instructions as well as tips for printing your disclosure are also available within the site by clicking “Help” in top right corner. Contact ATS COI staff at ethicsoffice@thoracic.org if you need assistance.

**Step 3:**

Using the slide template and according to the instructions on it and those below, you must disclose to the audience whether within the past 3 years you have had any Financial Relationships with Relevant Commercial Interests (i.e., that might be regarded as broadly relevant to your presentation content). ATS requires that all activity within the past 3 years be disclosed, consistent with the time frame required by the International Committee of Medical Journal Editors for journal manuscript-related disclosures. Leave “None” on your slide if you
have had none (the word is pre-typed on your slide template). Remove “None” and instead fill in the “Company Name” and “Type of Relationship” lines on the slide if you have had a financial relationship with a relevant commercial interest. Use the ATS-prescribed types of relationships provided below to describe the nature of the relationship. If you have been involved with more than one relevant company, follow the directions on the slide template to create additional spaces to declare more companies and the types of relationship you have had with them.

Please note:

- **ATS requires disclosure of financial relationships with commercial entities that either:**
  (a) produce, market, re-sell, or distribute health care goods or services consumed by or used on patients, (b) are involved in research on pulmonary, critical care or sleep matters, or (c) involved with products or practices thought to contribute to pulmonary disease or related critical illness or sleep disorders. Among the latter, ATS policies specifically require disclosure of all financial relationships with commercial entities involved with tobacco use, vaping, or cannabis products consumable by inhalation. Respective ATS policies about involvement by members and others in official ATS activities with these industries are available at: https://www.thoracic.org/about/governance/ats-governance-policies.php.

- **Use the following ATS-prescribed types of relationships to describe your involvement.**
  Do not include on your slide the italicized comments that follow some types below. They are provided here as further explanation of the type in case helpful.

  - **Advisory committee**
  - **Consultant**
  - **Data safety and monitoring board**
  - **Employee**
  - **Expert testimony** - arranged by company or its agent
  - **Intellectual property holder**
  - **Investments** - stocks or other holdings
  - **Owner or company board member**
  - **Research support**
  - **Royalties, licensing fees or other sales proceeds**
  - **Speaker/faculty** - in an industry-controlled activity; involvement in CME activities controlled by an independent CME provider such as ATS do not require disclosure, even if supported by an industry grant
  - **Other transfers of value** – value you received from a relevant commercial interest (company) that was not part of direct payments for any of the above-noted services, e.g., travel and lodging to attend an activity in which you were not presenting; briefly explain on your slide, e.g., “travel”
  - **Other** – other financial relationships with a relevant commercial interest that were not covered by the above; briefly explain on your slide.
Step 4:

After entering your disclosures on the slide template according to instructions, be sure to remove (delete) any italicized instructions that were pre-typed. Once completed, add your disclosure slide(s) to your presentation slide set, to appear before any presentation content (i.e., typically as second slide after title slide). Submit your slide set to ATS as instructed elsewhere by ATS Conference staff.

Please contact ATS COI staff at ethicsoffice@thoracic.org if you have questions or need any assistance in disclosure and preparing your ATS 2020/Virtual disclosure slide(s).