

FY26 Session Planning Form – Open Discussion Series _____

Session Dates: _____

July 1, 2025 – June 30, 2026

Name(s) of those presenting cases/articles:

The intended result of this series is to increase:

- ☐ Knowledge – a deficit in awareness and understanding
- ☐ Competence – an issue with the ability to apply knowledge, skills and judgement in practice
- ☐ Performance – an issue with what one actually does in practice

State what this series is designed to change:

- ☐ **Case conference or tumor board** – Cases to be discussed should be listed on each session's flyer.
- ☐ **Journal club** – Upload a copy of the first page of the article(s) discussed with a notation as to why that article was chosen to 'Upload Documents' for that session.

Disclosure – Check each box as your attestation to do the following:

- ☐ **Prior** to the presentation, COI disclosures will be obtained from any individual who will be presenting a case/article at this session. If a presenter has a conflict due to financial relationships, the Course Director or ☐ designee must mitigate the potential bias and conflict prior to the session AND complete a COI Mitigation form as documentation.
- ☐ Disclosure information will be shared with learners prior to each session. The easiest way to do this is on the session flyer or email announcement.

Financial

- Will an educational grant(s) from industry obtained for this series? ☐ Yes ☐ No

If yes, please submit the letter(s) of agreement and a categorical financial summary of how funds were used (honoraria, travel, refreshments, printing, etc.) following the session(s) for which the funds are used.

- Will separate display fees be collected? ☐ Yes ☐ No

Submitted by:

Chair/designee signature

Date

(FY25)