RACE Standards Requirement

Section 6.05 **Speaker/Presenter Information**

An appropriate number of presenters for each activity shall be utilized, and the agenda should clearly indicate which speaker present(s) each topic. Speakers shall be competent in the subject matter and qualified by education and experience.

A speaker Curriculum Vitae (CV) with credential information (i.e. board certification, advanced degrees, and employment affiliation) must be included. A sample RACE Speaker CV template is available on the AAVSB website: www.aavsb.org. The Speaker/Presenter CV submitted to RACE must include the following information:

1. Speaker/Presenter Name
2. Speaker Credentials (e.g. DVM, DACVIM)
a. If the speaker does not meet the speaker credentials, letters of recommendation are required. Please see section 9.07 for additional information.
3. Title(s)
4. Current employment
5. Contact Information – institution of employment
6. Subject matter expert Information (relevant materials that support individuals ability to present topic as a subject matter expert such as publications, research, faculty position, etc.)

7. Relevant financial relationships. Any financial relationship in any amount occurring within the past twelve (12) months that may create a conflict of interest must be disclosed.

See Article IX for additional information regarding speaker qualifications.

For programs with 15 or more presenters, a spreadsheet detailing speakers information with names, credentials (board certification and advanced degrees), contact information, financial affiliations lectures to be offered, and details that support the presenter's ability to present the program is sufficient unless the RACE Committee requests full biographies or CVs.

EXAMPLE:
Presenter Biographical Information Page

A Comprehensive CV is preferred to submission of this document.			
Presenter Name:	Dr. John Smith		
Degree(s) (e.g. DVM, PhD, etc.):	DVM, PhD		
Board Certification (e.g. DACVIM, DAVDC, etc.):	DACVD		
Title:	Practice Owner	Organization / Affiliation:	ABC
Contact Information:	380 W. 22nd Street, Kansas City, MO 64114		
Relevant financial relationships (Any financial relationships in any amount occurring within the past twelve (12) months that may create a conflict of interest must be disclosed):			
Subject Matter Expert Information (ONLY relevant materials that support individuals ability to present topic as a subject matter expert such as publications, research, faculty positions, etc.):			

The RACE Standards (available on our web site: www.aavsb.org) require that speakers for a particular continuing education (CE) Program shall be competent in the subject matter and qualified by experience. Speaker biographies / credential information for all faculty members or presenters must be maintained by the Provider and provided to AAVSB along with the Program Application. Providers may use this form to supply credential information for program speaker; additional forms may be submitted for multiple speakers on a given program if a comprehensive CV is not available.

This form should be submitted along with the Program Application materials. ***Note: reference letters MUST be submitted for presenters who do not have board certification, advanced degrees, and/or evidence of special knowledge in the subject area being presented.***