

Faculty Letter Components

Please follow the suggestions below when creating your faculty letters.

- **Letters should be on your Letterhead**
- **Provide a General introduction**
----Include a general introduction from your organization, and a brief overview of the activity (including the activity date).
- **Include your Honoraria/Reimbursement Policy**
----Be sure to include your honoraria/reimbursement policy (If you do not reimburse or provide an honoraria, include that).
- **Provide instructions for completing (or copy previously submitted and approved) Gap Analysis documentation**
----Faculty will need to accurately complete and provide gap analysis documentation (including gaps, needs, and objectives) to ensure that CME credits will be granted. If their gap analysis documentation has already been approved, include this material in the letter.
- **Request a Financial Disclosure and inform Faculty of AAO policies**
----Faculty will be required to disclose all financial relationships with manufacturers of commercial ophthalmic products or providers of commercial ophthalmic services. They also must: Follow the AAO's "first slide" financial disclosure policy, Seek objectivity and use of best available evidence, Avoid using commercial slides, Be aware that every CME activity will be evaluated by learners, and Be aware that every evaluation will ask if commercial bias was present.
- **Provide your Organization's contact information**