

Speaker Information

Please type or print legibly. Incomplete forms may not be processed.

Meeting Date	
Name	
Title	
Organization	
Email	
Agenda Topic (Drug or Class)	
Slides Included	Yes or No
<p>Please disclose any conflicts of interest. (A conflict of interest related to speaking at P&T is any relationship with a committee member or committee member’s family that could result in unfair judgement).</p>	

Presentation Guidelines

Interested parties may submit a request to speak at the Pharmacy & Therapeutics (P&T) meeting. Attempts will be made to accommodate all speaker requests. The Committee cannot guarantee that special requests, such as presenting at a specific time during the meeting, or that all requests to speak will be granted.

The Committee’s standards for **public presentation** at the P&T meeting are as follows:

- Verbal presentations shall not exceed three (3) minutes in aggregate per drug manufacturer, with an additional two (2) minutes allowed for questions from the Committee, if necessary, or five (5) minutes by an individual speaking on a particular position.
- A request to make a verbal presentation shall be submitted via **email to kymffs@medimpact.com** at least five (5) business days in advance of the P&T meeting.
- An individual may only present **new information** (package insert changes, new indication, or peer-reviewed journal articles in the **past 6 months**) on a product or information on a new product.
- A presentation shall be limited to an agenda item.
- Speaker requests **do not** carry over to the new review of the agenda item if the agenda item is not presented at the meeting; a new request must be submitted.
- If an agenda item is tabled by the Committee, speakers who have made a presentation on the item will not be permitted to speak again on the item when it is re-reviewed.

Nonverbal Comments, Electronic Media, and Document Guidelines*

Nonverbal comments and documents (limited to package insert changes, new indication, or peer reviewed journal articles in the **past 6 months**) must be:

- Submitted via **email** (kymffs@medimpact.com)
- Received at least five (5) business days in advance of the P&T meeting.

To allow for a full presentation, **electronic media materials** (e.g., slide presentations) must be:

- Submitted via **email** (kymffs@medimpact.com)
- Received at least five (5) business days in advance of the P&T meeting.

**Nonverbal comments, documents, and electronic media that are not received in the time allowed cannot be distributed to, or viewed by, P&T members or any other involved parties.*

If you have any questions, please contact MedImpact at kymffs@medimpact.com.