

Marketing Material Requirements:

The following items will need to be displayed on your website or made available to attendees in another marketing piece. We are required to maintain documentation proving these items were clearly displayed for attendee access.

Please provide IBH PDFs of each webpage containing the material listed below.

If you have any questions about any of these items, please review sample verbiage on our or resource website, www.ibh.com/EPresources

- Contact information for the organization responsible for the course
- Course fees, including what is covered and deadlines for cancellations.
- Course description/abstract
- Behavioral learning objectives
- The target audience: a statement communicating to potential attendees the level of practice, experience, or knowledge for which the course content will be the most applicable in addition to the defined target audience.
- Course timed schedule/agenda.
 - Where both educational and non-educational sessions are offered, the courses for credit must be clearly identified.
- Course completion requirements: sign-in requirements, complete the course evaluation, participation in all sessions, etc.
- Statement of when and how certificate of credit will be awarded (i.e. web address will be provided to download certificate, certificate will be emailed to you, etc.)
- Instructions for addressing grievances, including contact information
- Instructions for requesting accommodations for individuals with disabilities
- Accreditation information and number of CE hours offered
- Conflict of interest/disclosure information for all speakers/planners (*IBH will provide verbiage for this*)
- Instructors and their qualifications, including brief bio
- Course delivery format (Live in person, live stream, on-demand video, etc. Distance learning interactivity is clearly indicated and described)
- Technical requirements (not required for live, in-person courses)