

Appendix 1 Declaration of Actual or Potential Conflict of Interest

If the organiser or any of the speakers have any actual or potential conflict of interest this must be declared and submitted with the application.

Please state the individual's name and the nature of the conflict of interest.

Conflict of interest may occur in relation to any of the following:

1) Within the last three years, and with a relevant company or competitor, the individual or an immediate family member:

- Holds stocks, shares or equity, a contract of employment, or a named position on a company board;
- Holds or is applying for a relevant patent;
- Acts in a paid advisory or consultative capacity.

A "relevant company" is one that produces a commercial product that is, or may be, used in the management of the clinical condition(s) to be discussed during the programme.

An "immediate family member" is a spouse or first-degree relative.

2) Regular (or significant "one-off") financial support from a relevant commercial company:

- Directly to the individual
- To a member of the individual's immediate family
- To the individual's department
- To the individual's research programme or clinical activities
- To fund equipment or medications
- Travel or accommodation payments
- Expert testimony fees
- A fee for speaking during the programme
- A fee for developing content for the programme

3) Sponsorship on a regular basis by a relevant commercial company.

Sponsorship usually refers to the activity for which endorsement is currently sought, but if sponsorship has occurred on a regular basis previously, then this should be declared.

The RCPCH retains its right to decline or withdraw endorsement at any time if a declaration is made regarding any of the above

Declaration of interest form

Name of person making this declaration:

Location and position:

Nature of declaration:

Background (*Summary of any information that provides additional context to the declaration*)

The potential conflict and the parties involved (*Describe why there is a conflict and name the individuals or organisations involved*)

Likely duration of conflict (*Explain if this will be an ongoing conflict or specific to a particular investment decision*)

Managing the potential conflict (*N.B. Line Manager, Head of Function or Executive Director to provide details of how the potential conflict will be managed*)

Signature of Line Manager, Head of Function or Executive Director

..... Date.....

Signature of person making this declaration

..... Date.....