

LETTER OF AGREEMENT
Regarding the Terms, Conditions and Purposes of a
Continuing Education (CE)

This Agreement is made between LSHP, an ACPE Accredited Provider (“LSHP”), located at 8550 United Plaza Blvd, Baton Rouge, LA 70809, and _____ (“Grantor”), located at _____, and governs LSHP’s request for a continuing education (CE) grant (“Grant”) from _____ in the amount of \$_____.

Activity Name (“Activity”): _____

Location: _____

Date(s): _____

Amount of grant: _____

TERMS AND CONDITIONS

1. **Purpose of Grant:** Grant funds will be used for independent, non-promotional scientific and educational purposes.
2. **LSHP Control of Content & Faculty Selection:** LSHP is solely responsible for the control of content and selection of faculty. Grantor will not direct the content of the Activity. Grantor will respond only to LSHP-initiated requests for faculty suggestions. If LSHP so requests, Grantor may suggest more than one potential faculty member (if possible). LSHP will record the role of Grantor in suggesting faculty member(s), will seek suggestions from other sources, and will make final decisions regarding faculty members based on their professional qualifications and subject to resolution of any potential conflicts of interest.
3. **Disclosure of Financial Relationships/Unapproved Uses:** LSHP will ensure meaningful disclosure to the audience, at the time of the Activity, of (a) the financial support provided by Grantor and (b) any financial relationship between LSHP and Grantor or between Grantor and individual faculty members, authors, editors, or anyone else in a position to control the content of the Activity.
4. **Promotional Activities:** No promotional activities or product advertisements will be permitted in the same room as the Activity. Furthermore, no promotional or sales opportunities will be provided to the Grantor because of the commercial support provided in this Grant. Any funds paid to LSHP for advertising or promotional opportunities for Grantor are separate and designated strictly for that purpose.
5. **Objectivity & Balance:** LSHP will ensure that data are objectively selected and presented, and that the Activity provides a balanced discussion of all relevant therapeutic options based on the best available evidence.

6. Use of Grant Funds:

Funds will be in the form of an educational grant made payable to LSHP or a Chapter of LSHP. Funds may be used for expenses related to speaker honoraria and expenses (travel, lodging); educational materials, audio/visual costs, postage expenses; meeting space, catering or meal expenses; or other expenses related to providing the continuing education activity.

This agreement will bind both the LSHP and the Grantor and should only be cancelled by mutual agreement. The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, curtailment of transportation or other emergencies making it inadvisable, illegal or impossible to provide the facilities or to hold the meeting.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed and dated the day and year first above written.

LSHP Representative

Grantor

Date

Date