

**CHICA-CANADA**  
**Community and Hospital Infection Control Association – Canada**

**POLICY & PROCEDURE MANUAL**

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**Purpose:**

To foster productive and mutually beneficial relations between industry and CHICA-Canada which are based upon an understanding of each other's goals and are of the highest ethical standards.

**Policy:**

1. CHICA-Canada will establish an Industrial Relations Committee (IRC) to be chaired by the Physician Director. The terms of reference are set out in Appendix 1. This committee shall report to the Board of Directors through the Physician Director.
2. CHICA-Canada after consultation with the IRC will establish Industry annual membership levels and rules for sponsoring educational events at the Annual Conference as set out in Appendix 2.
3. All industry and corporate sponsorship of CHICA-Canada or its activities shall be governed by this policy and any amendments thereof as approved by the CHICA-Canada Board of Directors.
4. The Industrial membership is held by the industry/corporation which shall select their representative and so inform the CHICA-Canada Executive Administrator at the time the industrial membership is established. The selected representative of the industry member corporation should be consistent.
5. Industry members are not voting members of CHICA-Canada and may not hold office as per CHICA-Canada Policy 8.50 (Membership Categories).
6. Industry members of the Industry Relations Committee can vote on motions presented to that committee as outlined in the terms of reference.

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**Appendix 1:**

**CHICA-Canada Industrial Relations Committee (IRC)**  
**Terms of Reference**

**Purpose:**

To foster effective relations between CHICA-Canada and its industry members for the purposes of advancing the mission of CHICA-Canada.

**Reporting Relationship:**

The IRC shall report to the CHICA-Canada Board of Directors through the Physician Director. The Physician Director of the CHICA-Canada Board shall be the chair of the IRC.

All recommendations, decisions or motions of the IRC require ratification by the Board of CHICA-Canada.

All industrial members of CHICA-Canada are encouraged to bring their issues forward to the IRC through any of the members of the IRC.

**Executive:**

IRC shall have an executive consisting of the chair, an industry member of CHICA-Canada who is a member of IRC and who has been elected by a majority vote of the other industry members of IRC, and the CHICA-Canada Membership Director. The CHICA-Canada Executive Administrator will also be a non-voting member acting in an advisory and support capacity. The IRC Executive shall decide on the final agenda items and collaborate as required to facilitate the conduct of the IRC meetings and activities.

**Meetings:**

Face to face meetings of IRC shall occur no less than once per year at the CHICA-Canada annual conference. CHICA-Canada shall provide the venue for this meeting. IRC industry members are responsible for paying their own costs to attend the meetings. Additional meetings may occur at the call of the chair as required to fulfill the mandate of the IRC with no less than 30 days notice if possible. Any additional meetings may be held using the most efficient and effective available mode of communications (eg tele-, video, or web-conferencing etc). An agenda shall be prepared in advance and all members may request items to be placed on the agenda. Approval of the

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agenda shall be by the IRC Executive. Minutes of meetings will be kept and distributed via the CHICA-Canada web site.

**Membership:**

IRC membership shall include:

- The Physician Director of the CHICA-Canada Board of Directors who shall be the chair\*
- The CHICA-Canada Membership Director\*
- The CHICA-Canada Executive Administrator\*\*
- Up to 10 industry members of CHICA-Canada in good standing. Selection of IRC industry members shall be by lottery at the time of the annual meeting. (At the first meeting of the IRC, the lottery will be for 10 committee members for terms of 1 year (3), 2 years (3) and 3 years (4))

\*voting ex-officio

\*\*nonvoting ex-officio

There shall be only one industry member on IRC from any one company at a time.

IRC industry members shall serve a term of 3 years on the IRC and are eligible for re-election after a period of three years off the IRC.

**Rules of Order:**

IRC shall follow the rules of order as for all CHICA-Canada committees. Each voting member has only one vote. The chair only votes in the event of a tie.

**Member Conduct:**

Membership on the IRC is to advance the interests of Infection Prevention and Control and the goals of CHICA-Canada. Industry members are not permitted to use their privilege of membership on IRC to advance the business interests of their company while serving on IRC. Each IRC member will be required to provide signed statement of pecuniary and non-pecuniary conflict of interest before each meeting. If a conflict exists the IRC industry member is required to declare it to the chair and not participate in the discussion or decision of that item. It is the responsibility of the IRC Executive to ensure that the agenda of the IRC meetings serves the mandate of the IRC and the mission of CHICA-Canada foremost.

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**Appendix 2:**

**CHICA-Canada Industry Membership Levels and Benefits**

Industry membership in CHICA-Canada is intended to serve the following purposes:

1. To promote education, research and collaboration through continuous professional development and research in infection prevention and control and related fields.
2. To increase all CHICA-Canada members' contribution and participation in their respective chapters and promote interactions among members at the annual conference.
3. To follow the rules concerning maintenance of certification by professional colleges and societies (eg. the Royal College of Physicians and Surgeons of Canada, Canadian Nursing Association etc).
4. To build a long lasting and mutually beneficial partnership between supporting industry members and CHICA-Canada.

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**Membership Categories and Benefits**

CHICA-Canada has established the four categories of industry membership with associated benefits. Entry to Industry Membership is a minimum Bronze level. All industry memberships are for one calendar year. Renewal of an industry membership must be made by March 31 for the following calendar year. The level of membership will include all membership fees and donations made to CHICA-Canada for that calendar year.

<i>Benefits</i>		<i>Platinum</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze (Entry Level)</i>
1.	Complimentary Chapter Membership(s) for your designated representative(s)	4	3	2	1
2.	Complimentary exhibit booths, maximum 2 representatives per booth;	2	1	50% Discount	10% Discount
3.	Discount on rental of exhibit booths beyond complimentary limit	50%	25%	10%	0%
4.	Choice of exhibit location. Final allocation is at the discretion of the Conference Planner after discussion with the Industry Member.	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice	4 <sup>th</sup> choice

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	<i>Benefits</i>	<i>Platinum</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze (Entry Level)</i>
5.	Industry members will be acknowledged, with their approval, as sponsors of the following speaking events during the conference in the printed and web published programs and by signage at the meeting (see more details below). Additional sponsorship may be discussed with the Conference Planner. Final sponsorship allocation is dependent on the content of the scientific program. Should the described sponsorship benefits not be available, the Conference Planner will make every attempt to provide satisfactory placement of sponsorship acknowledgement.	Key Note Speaker, and one other plenary session on day one of conference	One plenary session on day two of conference, and one of the oral concurrent sessions	One of the oral concurrent sessions	
6.	Opportunity to host an educational symposium program (see more details below)	*	*		
7.	Opportunity to conduct industry sponsored meeting social activities (more details in below)	*	*	*	
8.	Complimentary conference registration for representatives	All representatives	All representatives	2 representatives	2 representatives
9.	Number of Closing Special Event tickets	5	4	3	2
10.	Electronic mailing list of current CHICA-Canada members for mailings during the year of membership. The database will include the member mailing address only.	4 mailings	3 mailings	2 mailings	1 mailing

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<i>Benefits</i>		<i>Platinum</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze (Entry Level)</i>
11.	Electronic mailing list of attendees pre and post conference for mailing during the year of membership. The database will include the member mailing address and email address.	4 mailings	3 mailings	2 mailings	1 mailing
12.	Complimentary CHICA-Canada Member and Source Guides (number of copies as indicated)	4	3	2	1
13.	Web link on CHICA-Canada Industry Member web page	Extra Large Link	Large Link	Medium Link	Small Link
14.	Discount on advertising in the Industry Update page of the website.	50%	25%	10%	10%
15.	Discount on advertising space in 4 issues (one year) of Canadian Journal of Infection Control (CJIC)	15%	15%	10%	10%
16.	Discount on advertising space in that year's CHICA-Canada directory	15%	15%	10%	10%
17.	One associate membership in CHICA-Canada (non-voting)	*	*	*	*
18.	A subscription to the Canadian Journal of Infection Control	*	*	*	*
19.	Acknowledgement in the Canadian Journal of Infection Control of your membership and its level	*	*	*	*

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<i>Benefits</i>		<i>Platinum</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze (Entry Level)</i>
20.	Acknowledgement of Industry Memberships by signage and verbally at the Opening Ceremonies of the conference	*	*	*	*
21.	On-site booth signage acknowledging your Industry Membership Level	*	*	*	*
22.	Acknowledgement of your Industry Membership Level on correspondence related to meeting and meeting materials	*	*	*	*

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## **Industry Member Sponsorship of Educational Programs at the Annual Conference**

Platinum, Gold and Silver industry members will be acknowledged as sponsors of the following meeting events with their approval:

1. Platinum members will be acknowledged, with their approval, as sponsors of the Key Note Speaker Address and one other plenary session on day one of the conference in the printed and web published programs, by signage at the meeting.
2. Gold members will be acknowledged, with their approval, as sponsors of one of the plenary sessions and one oral concurrent speaker session on day two of the conference in the printed and web published program, by signage at the meeting.
3. Silver members will be acknowledged, with their approval, as sponsors of one of the oral poster presentations at the meeting in the printed and web published program, by signage at the meeting.
4. All Platinum, Gold, Silver and Bronze Industry members will be acknowledged at the Opening Ceremonies of the conference

Industry members sponsoring meeting activities at the CHICA-Canada annual scientific meeting, must comply with the following requirements:

5. Only Platinum and Gold members of CHICA-Canada will be able to sponsor their own educational symposia or programs at the meeting
6. All the presentation material at these sessions including pamphlets, handouts etc. will be submitted to the Scientific Planning Committee for final written approval (submission form in appendix).
7. Industry members may not offer payments to annual meeting delegates to cover travel, accommodation, or honoraria to attend their symposia. The exception is made for Scholarship Programs or Awards sanctioned and endorsed by CHICA-Canada.

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8. All audio-visual meeting room requirements, educational materials, refreshments and meals are the financial responsibilities of the industry member sponsoring the event.
  9. The industry-sponsored programs should not interfere with CHICA-Canada education or meeting activities and the Committee objectives. Time slots will be awarded on the basis of the Scientific Planning Committee's overall evaluations of the acceptability of the sponsored symposia and the need to balance daily program content. The Committee will do its best to accommodate the industry sponsored symposium agenda.
  10. The Scientific Planning Committee will give priority to industry sponsored programs according to the following criteria:
    - a) Platinum or Gold members;
    - b) promotion of Canadian expertise;
    - c) issues of importance to CHICA-Canada;
    - d) objectivity of the program, acknowledging multiple viewpoints;
    - e) educational materials made available to participants;
    - f) audience participation for at least 25 % of the time allowed for educational program.
    - g) all industry-sponsored symposia will take place over the breakfast time (Time to be announced) or dinner (Time to be announced) time slots. Lunch allocations will only be made on days when there is no formal exhibit opportunity scheduled.
  7. Industry sponsored symposia will not last longer than 2 hours in duration. Deviation from this time allocation is the privilege of the Scientific Planning Committee and will be discussed with the sponsoring company.
- N.B.** All educational programs will be included in the CHICA-Canada Annual National Education Meeting
8. The instructions for the approval process of educational programs will be as follows:

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Industry sponsored educational programs should be submitted to the Scientific Planning Committee (c/o Conference Planner, CHICA-Canada) at least 4 months prior to the annual meeting and should include:

- the name of a chair person who is a representative of a CHICA-Canada Industry Member and the contact person of the sponsoring organization's continuing education department with the appropriate contact information for both individuals;
- educational materials;
- tentative agenda;
- name and CV of the speakers;
- financial disclosure forms for the speakers;
- updated Industry sponsor's logo via e-mail. The logo will be included in the official program and all other correspondence advertising the Annual National Education Meeting.

Mailing address : CHICA-CANADA  
PO Box 46125 RPO Westdale  
Winnipeg, Manitoba R3R 3S3 – or courier to:

67 Bergman Crescent  
Winnipeg, Manitoba R3R 1Y9  
CANADA  
E-Mail: [chicacanada@mts.net](mailto:chicacanada@mts.net)

Telephone: 1-204-897-5990/866-999-7111  
Fax: 1-204-895-9595

Accreditation approval or refusal will be from CHICA-Canada, while the confirmation of the time slot will be performed by the Conference Planner and forwarded within 1 month.

9. Platinum, or Gold Industry members who have received approval for educational programs at the Annual Meeting will receive a CHICA-Canada members electronic mailing list to send out invitations for the educational programs. This database is for one-time use only and related to activities of the CHICA-Canada National Education Conference

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**A. SOCIAL ACTIVITIES**

1. Only Platinum, Gold or Silver industry members will be allowed to offer industry sponsored meeting social activities.
2. Priority will be given to:
  - a) Activities in association with industry sponsored educational programs.
  - b) Platinum, Gold and Silver sponsorship levels, in that order of consideration.
3. The industry sponsored social activities should not interfere with the meeting activities and objectives.
4. All promotional activities for the annual meeting social events must be approved by the Conference Planner.
5. Costs and organization are the sponsor's responsibilities.
6. Efforts will be made to accommodate all proposals of the industry members.
7. The instructions for the approval process for social activities will be as follows:

Industry sponsored social activities should be submitted to Conference Planner, CHICA-Canada at least 2 months prior to the annual meeting and should include:

- name of the responsible industry representative and that person's contact information;
- sponsored activity;
- date and time requested;
- promotional or educational materials to be presented;

Mailing address : CHICA-CANADA  
PO Box 46125 RPO Westdale  
Winnipeg, Manitoba R3R 3S3 – or courier to:

67 Bergman Crescent  
Winnipeg, Manitoba R3R 1Y9

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CANADA  
E-Mail: [chicacanada@mts.net](mailto:chicacanada@mts.net)

Telephone: 1-204-897-5990; 866-999-7111  
Fax: 1-204-895-9595

Approval or refusal of the proposed social activity and allocation of the time slot by the Conference Planner will be returned within 2 weeks to the commercial sponsor.

**B. OTHER SPONSORSHIP OPPORTUNITIES**

The Committee of the National Education Conference invites industry to sponsor other special events for the meeting. These are open to ALL Industry members in good standing on CHICA-Canada on a first come basis.

Examples:   Registration tote bags  
                  Internet Café  
                  Opening Reception  
                  Continental Breakfast and Lunches  
                  Refreshment breaks  
                  Special Event (Closing social event)  
                  Other Special Events and Activities

Please contact the CHICA-Canada Conference Planner for more information –  
1-204-897-5990 or (866)999-7111 or email at [chicacanada@mts.net](mailto:chicacanada@mts.net).

**Please note that acknowledgement of support will be announced in the final Program and made visible at the meeting event site.**

## Submission Form for Industry Sponsored Educational Symposium Program

<b>Title:</b>
<b>Learning Objectives</b> 1. 2. 3.
<b>Outline <u>completed</u> by:</b> <b>address:</b>

### CHICA-Canada Industry Member chairperson and contact information.

<b>Outline:</b>
-----------------

<b><u>For Accreditation use only:</u></b>	<b>Date Received:</b>
The submission is approved <input type="checkbox"/>	Time slot:
is refused <input type="checkbox"/>	Reason for refusal: _____
<b><u>Sponsorship level :</u></b>	
<b>Signature:</b>	