



Letter of Agreement for Commercial Support

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between
The Institute For Functional Medicine

Accredited Provider: The Institute For Functional Medicine

Address: 505 S. 336th Street, Suite 600

City, State, Zip: Federal Way, WA 98003

(Accredited Provider)

And

Ineligible Company: _____

Signatory's Name: _____

Title: _____

Email: _____

Telephone: _____

Address: _____

City, State, Zip: _____

(Ineligible Company)

The parties have agreed that the Ineligible Company shall contribute funds to the Accredited Provider for accredited continuing education (CE) activities, on the following terms and conditions:

1. Accredited Continuing Education Activity

1.1 Name or Title:

Annual International Conference (AIC) 2022

1.2 Description of Activity:

AIC 2022: Advancements in Clinical Research and Innovative Practices in Functional Medicine will feature the latest findings in research and highlight the therapeutic, clinical applications that clinicians can put into practice the next day.

1.3 Start Date:

June 4, 2022

1.4 End Date:

June 6, 2022

2. Support

2.1 Monetary Funds: The Ineligible Company shall provide funds for the Activity in the amount of:

2.2 Ineligible Company funds shall be used for the following:

To defray or eliminate the cost of the education for *all* learners.

Fund honoraria for expenses of planners, faculty, and others in control of content for those roles only.

Fund travel expenses of planners, faculty, and others in control of content for those roles only.

2.3 The Ineligible Company shall provide the following other materials or services:

N/A

2.4 Estimated dollar value of other materials or services:

N/A

2.5 The Ineligible Company shall make the check payable to the “The Institute For Functional Medicine”. Payments should be mailed to:

The Institute For Functional Medicine
505 S. 336th Street, Suite 600
Federal Way, WA 98003

Payments made pursuant to this Agreement shall reference this Agreement and the name of the activity.

2.6 The Accredited Provider must keep a record of the amount or kind of commercial support received and how it was used, and must produce that accounting, upon request, by the accrediting body or by the Ineligible Company that provided the commercial support.

3. Statement of Purpose and Objectivity

The Accredited Provider and the Ineligible Company agree that the Activity is for scientific and educational purposes and not for the purpose of promoting any product or services, directly or indirectly. The education must not contain any commercial bias or commercial influence in the education. Commercial support does not establish a financial relationship between the Ineligible Company and planners, faculty, and others in control of content of the education.

3.1 The Accredited Provider will adhere to the Standards for Integrity and Independence in Accredited Continuing Education.

4. Control of Content and Selection of Speakers/Moderators

The Accredited Provider shall be solely responsible for the content of the Activity and the selection of presenters and moderators.

4.1 The Ineligible Company, or its agents, will not attempt to “script,” emphasize, or in other ways influence the content of the Activity.

5. Payment of Funds

The Ineligible Company shall pay funding provided herein only to the Accredited Provider or upon request, to the Accredited Provider’s designated agent. The Ineligible Company shall pay no other funds to individuals involved in the Activity (e.g., additional honorarium, extra social events, etc.). The Ineligible Company’s financial responsibility is limited to the funds provided to the Accredited Provider; claims for payment by subcontractors or third parties involved in the activity are the sole responsibility of the Accredited Provider. The Accredited Provider must make all decisions regarding the receipt and disbursement of the commercial support.

6. Acknowledgment of Support


The Accredited Provider agrees to acknowledge financial or in-kind support from the Ineligible Company in program brochures, syllabi, and other activity materials provided to learners prior to the start of the Activity. Acknowledgment shall include the name of the Ineligible Company that gave the commercial support, and the nature of the support if it was in-kind. Acknowledgement will not include the Ineligible Company’s corporate or product logos, trade names, or product group messages.

7. Situs

This Agreement shall be governed by and construed according to the laws of the State of Washington. **The Ineligible Company agrees that in the performance of this Agreement, it will not discriminate against any person or group of persons in any manner prohibited by law.**

For purposes of this Agreement, the Parties intend and agree that a signed copy delivered by facsimile or electronically shall be treated by the Parties as an original of this Agreement and shall be given the same force and effect. In witness whereof, the Parties hereto have caused this Agreement to be executed by their authorized agents as of the date first above written.

Agreed and accepted:

Accredited Provider	Ineligible Company
The Institute For Functional Medicine	
 Signature: _____	Signature: _____
Name: Amy R. Mack	Name: _____
Title: Chief Executive Officer	Title: _____
Date: _____	Date: _____