

Pharmacy & Therapeutics Committee Speaker Request Form

Speaker Information (Please complete each field. Fields not applicable should be marked “N/A”.)

Meeting Date _____

Presenter Name and Title _____

Contact Information (email) _____

Organization(s) Representing _____

Disclosure of Any Conflict of Interest _____

Drug or Topic to be Presented (Must be related to an agenda item.) _____

Please provide presentation materials as a Microsoft Word or Excel document.

Public Presentation Guidelines

While we attempt to accommodate all time slot requests, we cannot guarantee your request will be met. Time constraints may not allow all speakers to present.

A public presentation at a Pharmacy and Therapeutics (P&T) Committee meeting shall comply with the following:

- The verbal presentation **shall not exceed three (3) minutes** in aggregate per drug per manufacturer, with an additional two (2) minutes allowed for questions from the Committee if necessary, or five (5) minutes by an individual speaking on a particular position.
- A request to make a verbal presentation shall be submitted via fax to **1-866-925-3006** or by email to **bro_la_pharmacy@centene.com** no later than five (5) business days in advance of the committee meeting.
- Individuals may only present new information (package insert changes, new indication, or peer-reviewed journal articles in the past 6 months) on a product or information on a new product.
- A presentation shall be limited to one agenda item.
- Speaker requests do not carry over to the next review of the agenda item if the agenda item is not presented at the meeting; a new request must be submitted.
- If an agenda item is tabled by the Committee, speakers who have made a presentation on the item will not be permitted to speak again on the item when it is re-reviewed.

Nonverbal Comments and Document Guidelines

Nonverbal comments and documents (limited to package insert changes, new indication, or peer reviewed journal articles in the past 6 months) must be:

- Mailed to the following address with a total of twenty-five (25) copies so that the information may be distributed to the P&T Committee members as well as to any other involved parties:

Louisiana Healthcare Connections

ATTENTION: *Pharmacy Department*

8585 Archives Avenue, Suite 310

Baton Rouge, LA 70809

- Received no later than seven (7) days prior to the P&T Committee meeting.

Electronic Media Guidelines

In order to allow for a full presentation, electronic media materials (slide presentations) must be submitted via email to **bro_la_pharmacy@centene.com** or mailed (on a CD or jump drive) to the following address:

Louisiana Healthcare Connections

ATTENTION: *Pharmacy Department*

8585 Archives Avenue, Suite 310

Baton Rouge, LA 70809

- Presentations must be received no later than seven (7) days prior to the date of the P&T Committee meeting.
- Mailed electronic media materials (slide presentations) will not be returned.

Nonverbal comments, documents, and/or electronic media (slide presentations) not received in the allotted time cannot be distributed to or viewed by P&T Committee members or any other involved parties.

*For additional information, please contact the Pharmacy Department at **bro_la_pharmacy@centene.com**.*