2020 ATS Disclosure Website:
Helpful Information on Log-in and Disclosure

This two-page memo provides information to help you use our 2020 Disclosure Website to submit the conflict of interest (COI) disclosures required of people in "official ATS roles." It’s also available by clicking "Need Help?" on the site log-in page or "Help" on the upper right of inside pages. Instructions for Conference COI reviewers will be e-mailed and available at "Help" prior to March 2020 reviews.

1. Registration and log-in:
   ● Your 2020 Disclosure Website username and temporary password are automatically e-mailed to you once ATS staff notifies us of your official role(s) and we register you to disclose here.
     ○ Note: this website currently requires a different user name and password than other ATS sites due to unique security requirements and compliance with European Union data regulations (GDPR).

   ● Once you have your 2020 site username and temporary password, enter both at https://thoracic.coiriskmanager.com. You will be instructed to replace the now “expired” temporary password. Simply re-enter the temporary password at “Current Password” (if not re-entered automatically), and then create a new personal password as instructed.
     ○ Keep a record of your site user name and password to use later if you need to update your disclosures. If you forget either, use the “Forgot …” options on the log-in page to re-set.

2. Completing this form satisfies all 2020 ATS disclosure requirements (unless you later assume a new role or relationship, or submit a Journal manuscript).
   ● Annual disclosure here is required for all official ATS roles, such as: chair or presenter for 2020 Conference sessions and other ATS CME; developer of a guideline or other official document; member of the Board or president-appointed committees; Journal Editor or editorial board member. Exception: submission of Journal manuscripts requires a different form.

   ● Additional disclosure during 2020 is required only if your circumstances change - e.g., you accept a new ATS role or a new commercial relationship. Then return here and simply update your form. See instructions on next page. (Please note: keeping your disclosure record up to date and complete is crucial. Omissions can jeopardize ATS involvement and activities.)

   ● Disclosures made last year are not automatically transferred to this year's form. Details commonly change yearly. You can view your latest 2019 disclosures by clicking Show Disclosure History on your Home page, then the View Disclosure icon on the line with your most recent 2019 "last saved" date.

3. Deadlines for disclosure:
   ● March 1 deadline for 2020 ATS Conference presenters and chairs. Deadlines for other 2020 ATS activities are announced individually. Submitting for the Conference later than March 1 will delay ATS authorization and jeopardize session accreditation. (Exception: late additions to Conference faculty can file once they’ve received their disclosure site user name from ATS COI staff, and are urged to do so soon.) Please note: ATS is unable to authorize the participation of anyone in an official ATS role, including as Conference presenter, or provide CME credit for that activity, unless disclosure and review requirements are fully met.
4. **You must disclose the following** (also outlined within the form itself):
   a) Relationships with commercial entities producing, marketing, re-selling, or distributing health care goods or services consumed by or used on patients. (Accreditation Council for CME requirement). Examples: relationships with pharmaceutical and medical device companies, such as research support, advisory committees, consulting, speaker, employee, investments, or other transfers of value.
   b) Relationships with commercial entities involved with research on pulmonary, critical care or sleep.
   c) Intellectual property
   d) Relationships with businesses whose products are thought to contribute to pulmonary disease or related critical illness or sleep disorders. Examples: tobacco, vaping (e-cigarette), cannabis companies. **Note:** except for relationships with tobacco companies, none of the above (a through d) automatically excludes a person from participating in most official ATS roles, but may require action by ATS to assure that ATS activities are scientifically rigorous and free of commercial bias. Current ATS policies are available at [http://www.thoracic.org/about/governance/ethics-and-coi/](http://www.thoracic.org/about/governance/ethics-and-coi/).

5. **To update (revise) or view your submitted 2020 disclosure:**
   - If later in 2020 you need to report (add) a new commercial relationship or a new ATS role, log back in at [https://thoracic.coiriskmanager.com](https://thoracic.coiriskmanager.com) using your same site username and password. Then click **Show Disclosures Available to Update**, then **Update**, and revise your answers as needed. To just view your most recent 2020 disclosure, without updating, at **Show Disclosures Available to Update** click only the **View Disclosure icon**. You can revisit this Help memo and these instructions at any time by clicking either “Need Help?” on the site log-in page or "Help" on the upper right of inside pages.

6. **2020 ATS Conference Presenters:** re-entering some disclosure information may be required when uploading your presentation slides:
   - Once you upload your presentation slides on the Conference Slide Upload Site, the audio-visual company prepares a disclosure slide to show before your presentation, based on the commercial interests you disclose. Company names and types of relationships only are reported. We hope to have these transferred from your completed 2020 Disclosure Form automatically. However, re-entering some information on the Slide Upload Site may be required. Instructions will be provided there if necessary. A link to this Disclosure site - to use to view your entire 2020 disclosure, if you’d like as a resource - will be available.

7. **April 30 deadline for Conference session chairs to review presenters' conflicts of interest:**
   - Some session chairs are required to review conflicts of interests reported by their presenters in relation to the session subject, to ensure content free of bias. Chairs are notified by email and detailed Reviewer Instructions are provided and available onsite by March 1. See top of previous page for website locations.

8. **If at any point you need staff assistance:**
   - **About completing the 2020 Disclosure Form:** email ethicsoffice@thoracic.org or call John Harmon at 212-315-8611 or Kimberly Lawrence at 212-315-8641.
   - **About ATS COI policies or the 2020 review and grading process:** contact Shane McDermott at smcdermott@thoracic.org or 212-315-8650.
   - **About the separate disclosure process for ATS Journals manuscript submission:** contact Marc Bendian at mbendian@thoracic.org or 212-315-8623.
   - **About non-Conference CME, including Thoracic Society Chapter CME:** contact Eileen Larsson at elarsson@thoracic.org or 212-315-8609.
   - **About the Conference Presentation Slide Upload Process** (including re-entry of disclosure information): contact D’Ann Brown at dbrown@thoracic.org or 212-315-8659.