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

Please know that we are sensitive to the urgent demands on our members during the global COVID-19 crisis. Your cooperation in managing up-to-date disclosures of those in official ATS roles, to assure accreditors and the public, is especially appreciated at this time. Please contact the staff noted here if we can help you in this in any way.

This two-page memo provides information to help you in using our 2020 Disclosure Website. Tips are also available by clicking “Need Help?” on the site log-in page or “Help” on the upper right of inside pages. Separate instructions for 2020 reviewers will be issued directly and posted here once available.

1. Registration and log-in process:
   - Your 2020 Disclosure Website username and temporary password are automatically e-mailed to you once ATS staff have notified us of your role(s) and we register you to disclose here.
     - Note: system changes and security requirements, including compliance with European Union data regulations (GDPR), require new site usernames. We’re sorry to burden you with different usernames for different ATS sites, and hope this will improve soon.
   - Once you have your 2020 site username and temporary password, enter both at https://thoracic.coiriskmanager.com (new address). You will be instructed to replace the now “expired” temporary password. 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. Complete this form once annually (unless updates needed or for Journals manuscripts).
   - Completing the 2020 form is required of everyone with an official ATS role, such as planners, chairs, and presenters of ATS Conference CME content and other ATS CME activities, developers of guidelines and other official documents, members of the Board and president-appointed committees, and Journal Editors and editorial board members.
     - Exception: when submitting to an ATS journal a different manuscript specific process must be used. See the Instructions for Authors on specific journal's website for details.
   - Answer YES if you have any commercial relationships, personal financial interests, or other circumstances relevant to the subject matter of your ATS activities, including any tobacco, vaping, or cannabis industry related. (Question 2 of the form.) Then explain using the quick and simple Grid.
   - During the year you need to return to the site only if you have new circumstances to disclose. However, updating your form is vital to avoid having you and ATS accused of failure to disclose accurately. See instructions for updating on the next page.

3. Deadlines for disclosure:
   - Disclosures by scheduled presenters and chairs for the cancelled 2020 ATS Conference are still necessary in case alternatives for ATS presentation of content arise. Accreditors require advance disclosure and review and prohibit ATS from authorizing CME sessions and awarding credits to audience without these.
   - Please submit your completed 2020 form as soon as possible after requested. We will notify you of deadlines for specific activities as necessary.
4. **You must disclose the following** (also noted on the form itself):
   a) Financial 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 required). Common entities: pharmaceutical and medical device companies. Common relationships: research support; advisory committees; consulting; speaker; personal investments; employee.
   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), and cannabis companies. **Note:** a new ATS Policy on Association with the Cannabis Industry takes effect June 1, 2020. The most recent ATS policies on involvement with the tobacco or vaping or cannabis industries 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”**, click **“Update”**, and revise your answers as needed. To just see your most recent disclosure, at “Show Disclosures Available to Update” click the “View Disclosure” icon only (not “Update”). Instructions are also available by clicking “Need Help?” on the log-in page or “Help” on internal pages.

6. **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.