



**Pharmacy and Therapeutics (P&T) Committee
Speaker Request Form**
(Effective November 2015)

Speaker Information

* Please be sure to type or print legibly.

* Please complete each line item. Line items not applicable should be completed with "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): _____

Public Presentation Guidelines

***An attempt is made to accommodate all speaker requests. However, due to time constraints, there is no guarantee a speaker will be presenting at a certain time during the meeting or that time will allow for all speakers to speak.

A **public presentation** at a P&T 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 (888-656-6822)** or **EMAIL (JAGilbert@magellanhealth.com)** no later than five (5) business days in advance of the P&T meeting.
- An individual 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; and
- A presentation shall be limited to an 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**) shall 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 members as well as to any other involved parties;

Magellan Medicaid Administration
Attn: Harris Taylor
275 E. Main Street 6C-C
Frankfort, KY 40621

- Must be received no later than seven (7) days prior to the P&T meeting.

Electronic Media Guidelines

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

Magellan Medicaid Administration
Attn: Harris Taylor
275 E. Main Street 6C-C
Frankfort, KY 40621

- Must be received no later than seven (7) days prior to the P&T meeting.
- Electronic media materials (slide presentations) that are mailed **will not** be returned.

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

If you have any questions, please contact Julie Gilbert at **JAGilbert@magellanhealth.com**.