



## **In-Service Training Instructions**

The purpose of faculty interaction with representatives from industry is to create a balanced education for students of the school of dentistry. Faculty members and Department Chairs are prohibited from soliciting industry representatives for monetary gifts or gifts in-kind.

All in-service training / lunch and learn events are given by appointment only.

Representatives from industry may schedule in- service training / lunch and learn events by adhering to the following guidelines

1. Formal letter on company letterhead
  - Letter should be addressed to:  
Keith W. Groves, DMin, MPC  
Executive Director | Institutional Advancement  
Offices of Communications & Public Affairs, Continuing Dental Education & Dean's Faculty  
University of Maryland School of Dentistry  
650 West Baltimore Street / room 6207  
Baltimore, MD 21201
  - Letter should state purpose of in-service training / lunch and learn event ( i.e. educational topic)
  - If providing free samples of products, please include list of items to be provided with a monetary value
  - Letter should indicate the department, class or intended audience
  - Letter should also state the date, time and name of sponsoring faculty member
2. Complete the request for vendor presentation form (to be completed by host department)
3. Provide Office of Institutional Advancement with copies of the following:
  - List of attendees present
  - If making a monetary gift (i.e. company check), please make payable to the University of Maryland Baltimore Foundation, Inc. (UMBF, Inc)
  - Submit check to the Office of Continuing Dental Education & Dean's Faculty
  - Copy of any lecture materials

In-Service Training / Lunch and Learn Policy

4. Industry representatives may not bring or serve food for in-service training / lunch and learn events. This activity is considered as a personal gift and is not permitted at the school or at other locations. Industry representatives may provide a grant or funds to the school to be used for catering of in-service training /lunch and learn events.
5. Vendors are not permitted to finalize any sales or enter into any contracts with participants during this event.
6. Please allow three weeks for processing of all requests.