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| **Audience** | **Ethics Risks/****Education Needs** | **Compliance Requirement** | **Planned Education/Communications** | **Number of Employees Receiving** |
| Senior Leaders | **Meetings w/stakeholders:** (Conflicts and Appearances/Pledge/Public Office for Private Gain)**Travel:** (Gifts/Misuse)**Information access/release:** (Misuse) | EL I &II , 278 and 450 Live/Interactive + written materials | * Live briefing with execs and their travel planning and meeting planning assistants
* One-page checklist for planners
* One-page reminders for execs
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| Researchers | **Misuse:** Non-public information, access by regulated agencies, use of title, time etc. in outside activities**Conflicts and Appearances:** with Universities LOA, holding stock in regulated entities, spousal employment with regulated entities, with outside organizations especially professional orgs. **Gifts and invitations:** conferences and similar events**Teaching, speaking, and writing:** adjunct teaching and consulting, service on boards in both official and personal capacity.  | Mixture of 450 and 278 filers. Interactive/Live + written materials | * Twice annual briefings on risk areas
* Reminders before major industry conferences
* Talking points for program Director to use as reminder at quarterly meetings of the program. These will focus on outside activities and impartiality in work and avoiding misuse
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