

ACTIVITY PLANNING OVERVIEW

1. Obtain an Application Packet

Obtain from the Office of Continuing Medical Education, 320 E. Carpenter St. (Suite 260) or on-line.

2. Application submission

a) Schedule:

1- or 2-day conference: at least 6 months prior to conference

3+-day conference: at least 1 year prior to conference

b) completed stating all pertinent information;

c) signed by the responsible faculty member/course director; and

d) signed by Department Head (if different from course director

e) must be submitted to the Office of CME

3. Faculty Disclosure

It is mandatory that all faculty participating in the conference, whether as speakers or as members of the planning committee, complete and sign the Faculty Disclosure Form that is provided by the Office of CME. All disclosures will be returned to the Office of CME prior to the conference. At the time of the conference, all information disclosed by faculty will be provided to the audience in the conference syllabus.

4. Public Disclosure

It is mandatory that, at the time of the conference, acknowledgement is made by the Course Director of the presence or absence of commercial support on behalf of the Department.

5. Letter of Agreement

If there is commercial support for your conference, it is mandatory that the Letter of Agreement for Commercial Support is completed by all parties prior to the event.

6. Evaluation Forms

The Office of CME will provide an evaluation form for the audience to complete the day of the conference. Following the conference, the Office of CME will summarize the evaluations and provide the course director with a copy of the summary.

7. CME Credit Certificates

The Office of CME will mail Certificates of Attendance to attendees during the week following the conference. Physicians (MD's and DO's) are required to turn in a conference evaluation in order to receive a Certificate of Attendance.

8. Syllabus and/or Handouts

The Office of CME will coordinate with conference speakers to collect handout materials for the conference syllabus. In general, handouts are due to the Office of CME 2 weeks prior to the conference. If a speaker fails to meet the deadline, he/she will be responsible for supplying copies at the conference. Faxed copies are not accepted.

For more in-depth details on CME Activities, see "Policies and Procedures" in the "CME Services" section of our website.