

Initial Paperwork for CME Approval *due ASAP, no later than one month prior	Completed
<ul style="list-style-type: none"> - Completed <u>Disclosure & Verification form from each planner</u> *must be submitted <u>prior to the beginning of any planning</u> - After planner disclosure & verification forms have been submitted: <ul style="list-style-type: none"> o CME Application o Schedule with dates, times (starting and ending times) and titles for CME presentations 	
Paperwork to be returned to the CME Office <u>prior to the conference/symposium</u>	Completed
<u>Due ASAP</u>	
- <u>CME Fees Estimate</u> - Sign and return the CME Fees Estimate acknowledging agreement	
- <u>Advertising sample</u> - Including the CME Accreditation Statement and Disclosure Statement	
- <u>Letter of Commercial Support-Grant Agreement</u> (if applicable) - Contact CME office if your activity will be receiving commercial support/grant funding	
- <u>Exhibitor Agreement</u> (if applicable) - Contact the CME office if there will be exhibits/exhibitors at your activity	
<u>Due two weeks prior</u>	
- <u>Individual lecture objectives</u> from each speaker/presenter	
- <u>Disclosure & Verification forms</u> from each speaker/presenter	
<u>Due one week prior</u>	
- <u>Peer Review Form</u> (if applicable) - This form only needs to be completed if a speaker has a conflict of interest	
- <u>Speaker's Presentation</u> (if applicable) - A speaker will need to submit his/her presentation for review if there is a conflict of interest	
Required paperwork for the day of the conference/symposium	Completed
- <u>Disclosure to Attendees</u> (there are multiple ways to disclose to the attendees) <ul style="list-style-type: none"> - Disclosure to Attendees Form (provided by the CME Office) <ul style="list-style-type: none"> o Display at the sign-in/check-in table, posted on website, or provided in an email - Verbal Disclosure – each speaker verbally discloses conflicts of interest to the audience before their individual presentations (an attestation will need to be provided to CME Office) - Disclosure on first slide of PowerPoint presentation or at the beginning of a virtual platform (i.e., Zoom) <i>**Disclosure must be provided even if there is nothing to disclose**</i> 	
- <u>Attendance Record</u> (there are multiple ways to track attendance) <ul style="list-style-type: none"> - Sign-in sheet (CME Office can provide a sample upon request) - Check-list of attendees - Badge scanner, Zoom chat, etc. 	
- <u>Evaluation Forms</u> – to be distributed to the attendees	
Post conference/symposium paperwork	Completed
- <u>Completed Attendance Records / List of Attendees</u> - include first & last name, degree (MD, DO, etc.), email address & hours attended. License # is optional.	
- <u>Measurement of Change/ Evaluation Form</u> – as indicated on the CME Application	

CME Paperwork – Explanation of Forms

- Submit completed Disclosure and Verification Form for each planner, <u>even if there is nothing to disclose</u>	Initial Paperwork for CME Approval
- CME Application – submit a <u>completed</u> application; incomplete applications will be returned	
- Provide a schedule with dates, (start and ending) times, and title for CME presentations	
- CME Fees Estimate – the CME Office will issue an <u>Estimate</u> after the CME Application is received and approved. A signature will be required acknowledging the CME Fees.	Return ASAP prior to the conference/symposium
- Advertising – CME cannot be advertised until approval has been given. The CME office will provide the required statements and will need to approve all advertising prior to publication/distribution.	
- Commercial Support and/or Grants – please contact the CME Office for the required paperwork	
- Exhibits/Exhibitors – please contact the CME office for the required paperwork	
- Provide individual lecture objectives from each speaker/presenter	Due two weeks prior to the conference/symposium
- Submit completed Disclosure & Verification Form from speaker/presenter, <u>even if there is nothing to disclose</u>	
- Submit a completed Peer Review Form <u>only if</u> a speaker/presenter lists a conflict of interest on their Disclosure & Verification form.	
- Disclosure to Attendees Form – the CME Office will provide this form as an option to disclose the speaker/presenter and planning committee members conflicts of interest (even if there is nothing to disclose) to the audience	Paperwork for the day of the conference/symposium
- Sign-in Sheets - can be provided upon request	
- Evaluation Forms can be provided by the CME office after the individual lecture objectives are received. You may utilize your own CME approved evaluation form.	
- List of Attendees needs to be submitted to the CME office in order to distribute CME certificates. Include: First & Last Name, Degree (MD, DO, etc.), email address, total hours attended (license # is optional)	Post conference/symposium paperwork
- CME Certificates will be issued by the CME Office	
- Measurement of Change/Completed Evaluations needs to be submitted to the CME office	
- Invoice - the CME Office will issue an invoice after a final head count of attendees is received (and a final total of Commercial Support/Grants and/or Exhibits is received – if applicable)	