

Initial Paperwork for CME Approval – Enduring Material

- Completed Disclosure & Verification form from each planner **must be submitted prior to the beginning of any planning*
- After planner disclosure & verification forms have been submitted:
 - o CME Application
 - o Schedule with dates, times (starting and ending times) and titles for CME presentations
 - o Length of time for CME presentations
 - o Access to presentation(s), videos, etc. for review

Paperwork to be returned to the CME Office prior to the publishing

- CME Fees Estimate
 - Sign and return the CME Fees Estimate acknowledging agreement
- Advertising sample
 - Including the CME Accreditation Statement and Disclosure Statement
- Letter of Commercial Support-Grant Agreement (if applicable)
 - Contact CME office if your activity will be receiving commercial support/grant funding
- Exhibitor Agreement (if applicable)
 - Contact the CME office if there will be exhibits/exhibitors at your activity
- Individual lecture objectives from each speaker/presenter
- Disclosure & Verification forms from each speaker/presenter
- Peer Review Form (if applicable)
 - This form only needs to be completed if a speaker has a conflict of interest
- Speaker’s Presentation
 - A speaker will need to submit his/her presentation for review if there is a conflict of interest
- Attendance
 - How you plan to track the attendance and when you will submit the numbers to the LLU CME Office

Additional Paperwork

- Disclosure to Attendees
 - Completed Disclosure to Attendees must be displayed for each attendee to see prior to start of the activity
- Measurement of Change/ Evaluation Form
 - As indicated on the CME Application
- Certificates
 - How and when certificates will be issued to attendees

Notes

- Promotional Materials
 - No promotional materials may be included with the CME. There will be no banners, logos, commercial breaks advertising or promoting products or services.

CME Paperwork – Explanation of Forms

- Submit a completed Disclosure and Verification Form for each planner, <u>even if there is nothing to disclose</u>
- CME Application – submit a <u>completed</u> application; incomplete applications will be returned
- Provide the length of time and title for each CME presentation
- Provide access to the enduring material (link to site, copy of materials, etc.)
- CME Fees Estimate – the CME Office will issue an <u>Estimate</u> after the CME Application is received and reviewed. A signature will be required acknowledging the CME Fees.
- 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
- 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
- List of Attendees needs to be submitted to the CME office. Include: First & Last Name, Degree (MD, DO, etc.), email address, total hours attended (License # is optional)
- 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
- 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.
- CME Certificates will be issued by the CME Office unless otherwise agreed upon
- 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)