



Title of activity:

Date of Activity:

CID#

Item	Description
Speaker confirmation packet	Packet should include the following – include copy of letter in packet to CME office. Speaker Confirmation Letter <ul style="list-style-type: none"> • Include the date that the Discloser Form, Handouts and CV (if applicable) are due to you (give yourself at least two weeks) • Include Objectives • If Speaker is not a MH Employee a CV must be sent via email to you Discloser Form
Conflict of Interest — Resolution of COI	When speaker returns signed Discloser Form - the Activity Director must review and complete a Resolution of COI Form (unless speaker states he/she has no commercial affiliation nor will discuss off label products)
Syllabus Keep a copy in department	The CME Office must approve any Brochure prior to final printing Publicity must include Date, Time, Title of Activity, Location, Speaker Name(s), Objectives, Target Audience, Brief Description, CME Accreditation & Designation Statements & if applicable any known commercial support acknowledgement(s)
Needs Assessment Form	Required for each activity, check reason activity is being offered, include documentation of proof i.e. (minutes, email request, etc)
Summary Evaluation Form – Keep a copy in department	Send CME Summary Evaluation Report from myevaluations.com
Thank You Letter to Speaker	Send a copy of the letter with packet – send a copy of the Summary Evaluation to Speaker
Grants/Exhibit Fees	Signed Commercial Support Agreement and/or Exhibit Fee form(s) if not attached to check deposit form(s)

QUICK REFERENCE

CV (required for Non-MetroHealth Employees)

Include the following in packet:

Send to CME Office within 2 – 3 weeks after conclusion of activity – do not staple

- | | |
|--|--|
| <input type="checkbox"/> CME Coordinator Checklist | <input type="checkbox"/> Original Disclosure Form |
| <input type="checkbox"/> Resolving Conflict of Interest Form | <input type="checkbox"/> Syllabus |
| <input type="checkbox"/> Handout(s) | <input type="checkbox"/> Needs Assessment/Gap Analysis |
| <input type="checkbox"/> Publicity/Brochure | <input type="checkbox"/> Copy Speaker Confirmation/Thank You Letters |
| <input type="checkbox"/> Attendance Sheet | <input type="checkbox"/> Summary Evaluation Form |
| <input type="checkbox"/> Commercial Support (all originals) | <input type="checkbox"/> Misc/Other Information |

Questions? Call the CME Office at 216-778-5281