

Timeline for CME Conference Planning Tasks

PRIOR TO THE CONFERENCE	DATE
<input type="checkbox"/> Identify your Activity Director, Activity Coordinator, and any other conference planners. NOTE: If not already completed, each Activity Planner will need to activate their CloudCME account & complete or update their Conflict of Interest (COI) Disclosure.	6 months
<input type="checkbox"/> Create and distribute initial marketing for your activity (e.g., Save-the-Date flyer). NOTE: If specific CME credit hours are listed, submit marketing to MCG's CME Office for review & approval prior to distributing.	4-5 months
<input type="checkbox"/> Complete & submit an Application for CME on the MCG CloudCME webpage	4-5 months
<input type="checkbox"/> Sign CME Service Fee Agreement which will sent to Activity Director via DocuSign. NOTE: The CME Service Fee estimate is based on the number of services requested for an activity.	4-5 months
<input type="checkbox"/> Inform MCG's CME Office on the registration fees you would like set for your activity.	3-4 months
<input type="checkbox"/> Send list of presenters for your activity using CME Activity Presenter Template. (Found in the shared Box Folder created for your conference)	3-4 months
<input type="checkbox"/> Send agenda for your activity using CME Activity Agenda Template. (Found in the shared Box Folder created for your conference)	3-4 months
<input type="checkbox"/> Send any marketing material (electronic/print) listing CME credits hours to MCG's CME Office for review and approval before any distribution publicly. Accreditation - The Medical College of Georgia is accredited by the Accreditation Council for Continuing Medical Education (ACCME®) to provide continuing medical education (CME) for physicians. USE FOR DIRECTLY PROVIDED: Designation - The Medical College of Georgia designates this live activity for a maximum of AMA PRA Category 1 credits™. Attendees should claim only the credit commensurate with the extent of their participation in the activity. USE FOR JOINTLY PROVIDED: Designation - This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of The Medical College of Georgia and . The Medical College of Georgia is accredited by the ACCME to provide continuing medical education for physicians. The Medical College of Georgia designates this live activity for a maximum of AMA PRA Category 1 credits™. Attendees should claim only the credit commensurate with the extent of their participation in the activity.	3-4 months
<input type="checkbox"/> Request Presenters complete a Conflict of Interest (COI) Disclosure (<i>not required for a non-clinical conference</i>) Note: If a presenter discloses a financial relationship, they will need to submit their presentation for review by an activity peer reviewer prior to the conference. *NOT REQUIREED for a non-clinical conference.	3 months
<input type="checkbox"/> Provide MCG's CME Office contact information of sponsors/exhibitors and dollar amount of support as they are added to the activity. NOTE: MCG's CME Office will send sponsors/exhibitors a Exhibitor/Vendor Contract or Letter of Agreement (for grants & like-kind exchanges) via DocuSign.	3 months
<input type="checkbox"/> Request, review, and approve the presentation slides of any presenter who's disclosed a relevant financial relationship in their COI disclosure. *NOT REQUIRED for a non-clinical conference. NOTE: Review and mitigation must be completed before the start of the conference or credits cannot be awarded for that session.	2 weeks

DURING THE CONFERENCE		
<input type="checkbox"/>	Moderators Disclosure presentation provided by the CME Office MUST be shown before any sessions begin on the first day of the conference/activity.	First Day
AFTER THE CONFERENCE		
<input type="checkbox"/>	<p>MCG's CME Office will email Activity Director a final CME Service invoice listing original CME service fees, any adjustments based on attendance, registration income (if applicable), credit card fee, and final invoice amount.</p> <ul style="list-style-type: none"> • If registration revenue is higher than fees, a payment of this difference disbursed to the activity's director's program. • If registration revenue is lower than fees, the activity's director should request their program's financial person send payment to MCG Academic Affairs. 	One month post conference