


MCG CME Conference Planning Timeline & Activities

Plan your CME activity with confidence using this step-by-step guide! This timeline ensures compliance with CME guidelines while helping you stay organized and on track.

6 Months Before Your Conference

Identify Your Planning Team


Assign: **Activity Director**, **Activity Coordinator**, and any other planners.

 Each planner must activate their CloudCME account and complete/update their Conflict of Interest (COI) Disclosure.

4–5 Months Before

Start Promoting

Create & distribute your Save-the-Date flyer.


 If CME credit hours are listed, submit for CME Office approval first.

Submit CME Application

Complete the online form at: [MCG CloudCME Webpage](#)

Sign the CME Service Agreement

Sent via DocuSign to the Activity Director.

 Estimate is based on services requested.

Confirm Registration Fees

Inform CME Office of fees to be set for attendees.

3–4 Months Before

Submit Presenters List

Use the CME Activity Presenter Template found in your shared Box folder.

Submit Your Agenda

Use the CME Agenda Template provided.

Marketing Material Review

Send flyers with CME credit hours to CME Office before public distribution.

Presenter COI Disclosures

Required for clinical conferences. Non-clinical conferences are exempt.

Slide Review for COI

If disclosed, peer review must occur before the session.

3 Months Before

Sponsorship/Exhibitor Details

Provide names and support amounts. CME Office will handle contracts via DocuSign.

2 Weeks Before

Complete COI Review Process

Ensure peer review and mitigation is complete. Unreviewed sessions cannot offer CME credit.

Conference Day


Show the Moderator Disclosure Slide


Must be presented before the first session begins. Provided by CME Office.

After the Conference

Receive Final Invoice

Includes fees, income, and adjustments.

 If revenue exceeds fees → program receives surplus.

 If fees exceed revenue → program pays the difference.

CME Credit Language

Directly Provided Activities

The Medical College of Georgia is accredited by the Accreditation Council for Continuing Medical Education (ACCME®) to provide continuing medical education for physicians.

This live activity is designated for a maximum of __ *AMA PRA Category 1 Credits™*.

Participants should claim only the credit commensurate with their participation.

Jointly Provided Activities

This activity is planned and implemented in accordance with ACCME policies through the joint providership of the Medical College of Georgia and [Partner Organization].

MCG designates this live activity for a maximum of __ *AMA PRA Category 1 Credits™*.

Participants should claim only the credit commensurate with their participation.