

Live Conferences - Step by Step Process

As an accredited provider the University of Cincinnati is required to sponsor educational activities that are balanced and evidence-based. We must ensure that all decisions concerning each educational activity were made free of the control of a commercial interest. The ACCME defines a “commercial interest” as any proprietary entity producing healthcare goods or services, with the exemption of non-profit or government organizations and non-health care related companies. I am forwarding to you a copy of the ACCME Standards for Commercial Support however the Standards listed below are pertinent to your program.

2.1 The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The ACCME defines “relevant financial relationships” as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

2.2 An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

*2.3 The provider must have implemented a mechanism to identify and resolve all conflicts of interest **prior to** the education activity being delivered to the learners*

3.3 All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider

3.6 Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the accredited provider

Listed below are the step-by-step instructions when filing for CME credits;

- Application** - Your application must be complete and submitted to the CME Office for review and approval **90 days prior** to the educational activity. Please remember to include my name on your planning committee. A copy of the course agenda, budget, planning committee members Disclosure of Commercial Interest forms and a copy of the Planning Committee Resolution form completed/signed by the course director must be attached to your application. Failing to submit this information with your application will delay application review.
- Disclosure of Relationships with Commercial Interests form** - Planning committee members are required to complete this form. These forms must be submitted with the application.
- Planning Committee Resolution form** –Completed/signed by the course director. Course coordinator is also required to sign this form. Please submit this form with your application.
- Planning Committee Members** - CV or detailed bio required on planning committee members who are non-UC faculty. This information must be submitted with the application.
- Speakers/Panelist/Moderators**- CV or detailed bio due no later than **30 days prior** to the activity.
- Disclosure of Relationships with Commercial Interests form** - Speakers/moderators are required to complete this form and submit to the CME Office **30 days prior** to your activity. This form is used to determine if a review of your speakers’ presentation is required. Per the ACCME Standards for Commercial Support “an individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, teacher
- Speaker Resolution form** - Speakers/moderators are required to complete this form and submit to the CME office **30 days prior** to your activity. This form is used to determine if a review of your speakers’ presentation is required.

- Speaker Presentation Requirements** - *Forward this document to your speakers.*
- Promotional Materials** - *No promotional materials (save-the-date card, brochure, ads, course syllabus) may be printed/distributed until your application has been approved for CME credit. All promotional materials must be sent to the CME Office for review/approval. **Please refer to your Directives for Promotional Materials for requirements.***
- Speakers Presentations** - *If requested by the CME Office speakers' presentations must be submitted to the CME Office **no later than 14 days prior** to your activity for our on staff physician's review. Failing to resolve potential conflicts of interest **7 days prior to the activity** results in adjustments to your CME credits.*
- Evaluation** - *ACCME requires you to evaluate your activity. Your evaluation must be submitted to the CME Office for review/ approval **7 days prior** to your activity.*
- Letters of Agreement** - *Letters of Agreement (LOA) must be submitted to the CME Office before your program. In order to acknowledge your commercial supporters all LOA must be submitted to the CME Office 7 days prior to your activity. **Please refer to Directives for Educational Grants.***

The CME Advisory Committee set a policy in place that all Letters of Agreement (LOA) must be submitted to the CME Office no later than **7 days prior** to the educational activity. Letter of Agreement submitted after the 7 day deadline will not be accepted for processing. You are required to submit the following information with your LOA **copy of the grant request, and budget**. Please note that your LOA will not be processed until your application has been submitted to the CME Office for review/approval. The ACCME Standards for Commercial Support state a Letter of Agreement must be fully executed prior to the educational activity.

- Attendance List**- *Due 7days after your activity*
- Evaluation Summary** – *Due 30 days after your activity*
- Post Budget** - *Due 60 days after your activity. Please include the following in your post budget-listing of your commercial supporters/exhibitors and \$ amounts along with registration fee*

***Please Note:**

All relationships of conflicts of interest must be resolved 7 days prior to your program. Failure to comply with these deadlines will result in CME Credit ADJUSTMENT FOR THAT PARTICULAR SPEAKER(S) PRESENTATION(S). NO EXCEPTIONS ALLOWED NOR WILL SPEAKERS FORMS/SLIDES BE ACCEPTED FOR REVIEW AFTER THAT DATE.

Failing to meet these deadlines could result in the University of Cincinnati not awarding CME credit for your future programs.

Please contact me (513-558-2827) if you have questions. I am looking forward to working with you.

Lynn Fischer
Program Director – Live Programs
Office of Continuing Medical Education
University of Cincinnati