

University of Cincinnati  
Office of Continuing Medical Education  
CME Change/Cancellation Form  
for Regularly Scheduled Series Activities (Grand Rounds)

If there has been a change in your title, speaker, date and/or cancellation from what was **originally** submitted on the Request for CME form, please complete and email this form to Mary Ellen Gallo, [mary.gallo@uc.edu](mailto:mary.gallo@uc.edu) no later than by noon prior to the activity date.

Department:

Coordinator/Contact Name:

This activity has had a title change

Original Title:

Original Speaker(s):

Original Date:

New Title:

New Speaker(s):

New Date of activity:

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This activity has been cancelled

Course Title:

Date of activity:

Failing to notify the CME Office of changes **prior to** the activity will result in a **\$10.00** penalty assessed to your Per Person Invoice. If you have any questions, please feel free to call Mary Ellen at 513-558-7399.

Thank you.