

Step-by-Step Process for Completing a One-Time Live Event CME Activity

1. The Activity Director will need to complete the CME Application and Planning Document, including a drafted activity agenda. Both items need to be emailed to the FIU-HWCOM CME Department email <hwcomcme@fiu.edu>.
 - ❖ The CME Application and Planning Document must be typed.
 - ❖ If there will be commercial support for this activity, a Letter of Agreement (LOA) will be required for each individual commercial interest contributor. The Activity Planner will need to notify the FIU CME Department and will receive FIU's LOA Template.
 - ❖ If there will be a commercial exhibit, an Exhibitor LOA will be required for each commercial entity. The Activity Planner will need to notify the FIU CME Department and will receive FIU's Exhibitor LOA Agreement Template.
2. The FIU CME Department will review the application to ensure ACCME compliance. If additional information is required, then the application will be sent back for revision.
3. Once the application is approved, the Activity Planner will need to request the completion of a Financial COI Disclosure Form, from any and all individuals that may affect the activity content. This includes, but is not limited to, all planners, directors, speakers, and/or moderators. Please note that all disclosure forms need to be sent to the FIU CME Department for review.
 - ❖ If a disclosure is made and it is found to be relevant, the Activity Planner will need to provide the FIU CME Department with that speaker's presentation materials. Once received, the FIU CME Department will review the presentation and complete a clinical content review form.
 - ❖ If the Activity Planner has a relevant COI, that planner will need to be assigned/paired with a non-conflicted planner. To ensure that the CME planning is completed without bias or commercial influence, an attestation is required by the non-conflicted planner(s). (This is especially true for Course Directors that may have a relevant COI.)
 - ❖ If a Moderator has a relevant COI, the Activity Planner must provide the Moderator with instructions about their role (to not allow bias). In addition, the Course Director or FIU CME Department may need to conduct an on-site review to ensure that the moderator does not influence or bring bias to the activity.
 - ❖ Failure to receive disclosures by the designated deadline will result in no CME credit.
4. Prior to distribution, all promotional materials need to be approved by the FIU CME Department and will need to include FIU's ACCME Accreditation Statement.

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5. The FIU CME Department will provide the Activity Planner the opening slides, evaluation, and sign-in sheets prior to the activity start date.
 - ❖ The opening slides need to be displayed at the beginning of each session and during all breaks (if any).
6. The Activity Planner will distribute the One-Time Live Event Evaluation to all attendees. After each session, the Activity Planner will need to enter the information into the Evaluation Summary Sheet (must be typed).
 - ❖ Four weeks after the activity is completed, the Activity Planner will distribute a Qualtrics Performance Evaluation link to all attendees.
7. The FIU CME Department will create and distribute the CME Certificates.
 - ❖ CME Credit will only be awarded to the attendees that have submitted a completed evaluation.
8. The Activity Planner will receive a final invoice for the services rendered by the FIU CME Department.

One-Time Live Event CME Checklist for Activity Planner(s)

Documentation Due **12 Weeks Prior** to the Activity Start Date:

- CME Application and Planning Document
- Draft of Activity Agenda
- Financial COI Disclosure
- Drafted Promotional Materials (e.g. brochures, save the dates)

Documentation Due **6 Weeks Prior** to the Activity Start Date:

- Presentation Materials for Speakers with COI
- Signed Commercial Support Letter of Agreement (if applicable)
- Signed Exhibitor Letter of Agreement per each Commercial Entity (if applicable)

Documentation Due **4 Weeks Prior** to the Activity Start Date:

- Final Activity Agenda (if changed)
- Final Promotional Materials (e.g. brochures, save the dates)

Documentation Due **2 Weeks After** the Activity:

- Sign-In Sheets
- Completed One-Time Live Event Evaluations
- Evaluation Summary Sheet
- Final Reconciled Budget, including income and expenses (for commercial support or exhibits only)

Documentation Due **4 Weeks After** the Activity:

- Qualtrics Performance Evaluation