

CME LIVE ACTIVITY PROCESS

**No Event should be started without approval from the CME Office – stloCMEcredit@mercy.net **

Please note: Your Department is responsible for **ALL aspects of event planning**, Brochure/flyers, coordinating with Speakers, Exhibitors, HOTEL/Location of event, Set up, Audio Visual, Food Services, Etc... The CME office is available for questions and directions as necessary.

Step 1

	CME Application & Entire event estimated budget break down. (Must be approved and turned into CME office 6-9 Months prior to event planning for approval) Email to: stloCMEcredit@mercy.net
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*Once Approved***

Honorarium Payment Rates

Location	Amount
Intown/Virtual (within 95 miles)	\$1,000 *All inclusive
Out of Town-Daytrip (100-300 miles)	\$2,000 *All inclusive
Out of town (over 300 miles)	\$2,000 *All-inclusive + reasonable coach air fare (Speaker will not be reimbursed for first class)
For each additional 1-hour presentation at the same event, a speaker will receive \$500	

Hotels close to the **Mercy Hospital Ballas** location – Drury on Olive – Marriott on Olive

STEP 2

FINANCIAL DISCLOSURE FORMS:
All planners and speakers are required to fill out this form. All disclosures must be completed and turned in to CME office 4-7 months before event occurs.
*IF any speaker has a conflict of interest-Peer Review Form must be filled out by the head of the department after reviewing their presentation. That form needs to be turned in to the CME office.

STEP 3

BROCHURE/FLYER:
Activity must be approved BEFORE advertising begins.
Must contain the accreditation statement and the approved CME amount

STEP 4

SPEAKERS
1. W-9 (If speaker is being paid an honorarium)
2. Financial Disclosure Form (FDs are good for 24 months)
3. Submit a Formstack to legal-Instructions on Honorarium Policy (If no honorarium being paid skip to step 5)
4. LOA (Letter of Agreement)-This is produced by step 3. The speaker needs to sign and return it to you.
5. Conflict of Interest (if applicable)
6. Presentations (I need a copy also)

STEP 5 *Booth Must Pay 30 Days prior to event

EXHIBITORS
1. Fee Amount per booth: \$1400.
2. Number of Exhibitors expected:
3. Final list of signed exhibitor agreements sent to my office

STEP 6

REGISTRATION (Date to Open):
1. Cost Physician:
2. Non-Mercy Physician:
3. Resident:
4. Other Specialty:
5. Comp (if needed): Y/N

STEP 7 *Evaluation link will be created and open for two weeks after the event. Once event closes CME will provide Physician with Certificate. Once link is closed physicians will not be able to receive CME credit

EVALUATIONS/CERTIFICATES
1. The evaluation will be created using either Qualtrics or Online Registration Center.
2. IF using Online Registration Center, the certificates will be sent out automatically when the system receives the evaluation.
3. IF using Qualtrics, the certificates will be created by the CME office and sent out to those who complete the evaluation.

STEP 8

DISCLOSURE SLIDE
1. Will be created by the CME office and sent to department before activity.
2. Must be projected onto the screen at the beginning of conference each day.
3. It will state whether speakers or planners have anything they must disclose. IF no one has anything to disclose. The disclosure slide must state that.

Step 9

2-4 weeks after the event
The CME office will send your department the financial analysis and evaluation summary for your event.