

CME REQUIRED DOCUMENTATION FOR LIVE ACTIVITY

- ✚ **CME Application:** Must be completed and returned to the CME Specialist first in order to approve CME credit.
- ✚ **Financial Disclosure:** Planner(s) **and** speaker(s) must complete and return to the CME office before the educational conference occurs.
- ✚ **Peer Review for Resolution of Conflict:** This form needs to be implemented *only in the case that a speaker or planner has something to disclose* on the disclosure form. If a speaker has something to disclose, then the presentation slides need to be reviewed by the conference/program director and then fill out this form accordingly.
- ✚ **Brochure/Flier:** Advertisement for the activity needs to be created with the accreditation statement posting the approved amount of CME's.
- ✚ **Requested from the Speaker(s):**
 - Financial Disclosure
 - W-9 (if being paid an honorarium)
 - Travel Form (if traveling)
- ✚ **Requested from Exhibitors/Vendors (if applicable):**
 - Exhibitor Contract
 - Payment
- ✚ **Evaluations:** To be given out before or after the activity (paper or electronic). If using online registration, the evaluations can be automatically sent via email one day after the conference.
- ✚ **Certificates:** If using online registration, certificates are automatically emailed after the system receives a completed evaluation.
- ✚ **Disclosure Slide:** This needs to be projected on the screen at the beginning of the conference stating if there is anything that the speakers, planners or exhibitors have to disclose.