**FOUR (4) WEEKS PRIOR TO ACTIVITY**

* **Initiate activity**

Activity Coordinator sends INMED the following Activity details, if regular schedule/calendar hasn’t already been provided.

1. Date of Activity
2. Scheduled Presenter for Activity
3. Scheduled Moderator for Activity
4. Scheduled Topic for Activity

* **Email Accredited Continuing Education Needs Request to Speaker/Presenter**

Activity Coordinator will send the speaker an initial email (sample on page 2) requesting the following to be submitted 2 weeks prior to activity date:

1. Completion of Disclosure (Disclosure Form link can be found on INMED hosted CE webpage or in email template on following page)
2. Submission of 2-3 presentation objectives, if the Activity is a Grand Round.
3. Presentation slides and or articles being reviewed. If a Grand Round, ensure presenter is aware of needing to include a disclosure slide in their presentation.

* **Copy of Activity Announcement sent to INMED for approval**

**TWO (2) WEEKS PRIOR TO ACTIVITY**

* **Send reminder email (sample on page 3) to presenter if materials have not yet been submitted.**
* **Send INMED presentation slides or journal articles and objectives for formal review.**

*Presentations or articles must be submitted to INMED at least 1 full week in advance.*

* **Review Credit Claim Form**

*INMED will provide a Credit Claim Form once submission of presentation/journal articles and disclosures are complete. Coordinator should review Credit Claim Form for accuracy, including proper activity date, moderators, planners, planning committee and learners.*

* **Copy of Final Activity Announcement sent to INMED, if applicable**
* **If an honorarium is being provided to a speaker, provide notice to INMED**

**ACTIVITY DAY**

* **Print Credit Claim Form and take to Activity for learners to claim credit prior to start of Activity.**
* **After Activity, review and scan Credit Claim Form (CCF) to prepare for submission**

*Please write any updates/changes to CCF in pen prior to sending to INMED and ensure learners have initialed and credit amount has been requested. If a learner has written their name onto the sign-in ensure names, credentials and emails are legible.*

* **Visit INMED hosted Accredited Continuing Education webpage and complete Checklist, attach/upload scanned Credit Claim Form to Checklist.**

*Activity Coordinator does not need to complete question #8, INMED can collect this information from submitted PPT slides or articles.*

**TWO (2) WEEKS AFTER ACTIVITY**

* **If honorarium was provided to speaker, submit income/expense report to INMED.**

*Should a speaker be provided an honorarium for speaking at a grand round, INMED will need to be provided an income/expense report. The report needs to include how much the honorarium was issued for and where the money came from.*

*\*\*\*SAMPLE CE REQUEST EMAILS FOR USE WITH SPEAKERS FOUND ON NEXT PAGE\*\*\**

**SPEAKER ACCREDITED CONTINUING EDUCATION EMAIL REQUEST TEMPLATE**

\*\*\*Note email as high priority and be sure any uppercase words in brackets have been customized to your organization and event\*\*\*

EMAIL SUBJECT LINE: Items Needed for <INSERT ACTIVITY TITLE>, <INSERT ACTIVITY DATE>

Dear <INSERT PRESENTER NAME>,

Thank you for agreeing to present at the upcoming <INSERT ACTIVITY TITLE> at <INSERT HOST ORGANIZATION NAME> on <INSERT ACTIVITY DATE>. Because we will be providing accreditation for your lecture, we will need the following items in order to be in compliance with ACCME.

**1. Disclosure Form and CV: Due immediately**

Please complete our [Disclosure Form](https://form.jotform.com/201885344414152)*. Please select <INSERT INSTITUTION HOSTING EVENT> as the organization hosting the activity.*If you have already completed a Disclosure Form for INMED for this calendar year, there is no need to resubmit. If you are unsure, please contact [cmeadmin@inmed.us](mailto:cmeadmin@inmed.us) for confirmation.

Be assured that having an affiliation with a company or discussing an unlabeled use of a product does not in any way imply anything wrong or improper.  Rather, we are required by the ACCME to inform attendees that such a relationship exists.  This is done in a discreet, considerate way at the meeting.

**2. Objectives: Due immediately**

Please send 2-3 objectives as soon as possible to myself via this email. This is required for accreditation of your lecture.

Objectives should be written in the following format:

At the completion of this activity, leaners will be able to:

1)

2)

3)

**3. Presentation slides <REPLACE PRESENTATION SLIDES WITH JOURNAL ARTICLE PDFs, IF APPLICABLE>: Due <INSERT DATE 1 WEEK PRIOR TO THE EVENT>:**

After the introductory slide, include a slide that shows any disclosures that you may have, please note “Nothing to disclose” if you do not have any financial relationships. This is required for accreditation of your lecture.

You can submit your slides and handouts by emailing them directly to me. If the presentation is too large for emailing you can use our online submission tool [SendThisFile](https://www.sendthisfile.com/f.jsp?id=ONpUSUjdUeOHNujshHoGMqeK). Complete the form and attach the files using the following password: **inmedce**.

Please bring a copy of your submitted PowerPoint Slides on a flash drive for use during on presentation day.

Please let me know if you have any questions or if I can be of any assistance.