**SEVEN TO TWELVE (7-12) MONTHS PRIOR TO ACTIVITY DATE**

* Engage INMED and initiate activity by having Activity Medical Director submit an Activity Development Guide (ADG). Please have Planning Committee identified prior to submitting ADG and ensure at least two physicians sit on the Planning Committee.
* Develop Agenda and identify speakers, submit to INMED.
* Apply for grants, if applicable

*It is recommended to apply for grants as soon as the activity is established with the provider. Activity Coordinator must ensure INMED is noted as the accredited provider for the activity and must also ensure a* [*LETTER OF AGREEMENT*](https://form.jotform.com/INMEDCE/2018LOA) *is completed and on file with INMED prior to activity date. INMED must be one of the signers on the letter of agreements or grant agreements created with grant providers.*

**FOUR TO SIX (4-6) MONTHS PRIOR TO ACTIVITY DATE**

* Speaker emailed Accredited Continuing Education Needs Request

*Activity Coordinator will send the speaker email (sample on page 2) requesting the following to be submitted as soon as possible and no later than 2 months prior to activity:*

1. *Completion of Disclosure Form.*
2. *Presentation slides and/or articles for CE review. Ensure they are aware of needing to include a disclosure slide in their presentation.*
* Copy of Activity Announcements, all print documents, and websites pages need to be sent to INMED for approval *prior* to distribution/publication.

*All announcements and/or agendas should contain the accreditation statement provided in the Activity Coordinator Overview and must be approved by INMED prior to distribution.*

**THREE (3) WEEKS PRIOR TO ACTIVITY**

* Send reminder email (sample on page 2) to presenter if materials have not yet been submitted.
* Send INMED notification of any commercial support and ensure LOAs are on file.

*The Activity Coordinator needs to ensure INMED is notified of any commercial support and that INMED has received a letter of agreement from all commercial supporters. Commercial Support cannot be accepted if a LOA isn’t on file prior to the activity.*

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

* Send INMED speaker’s presentation slides and objectives

*All documentation submitted will be sent to INMED’s review committee for final review and approval of accreditation.*

**ACTIVITY DAY**

* Ensure all learners receive instruction on how to access evaluation and credit claim form *prior to start* of activity.

*The evaluation and credit claim form link must be provided before the activity begins.*

**TWO (2) - FOUR (4) WEEKS AFTER ACTIVITY DATE**

* Submit to INMED a profit/expense report

*All honorariums, grants/sponsorship, and any other income or expense needs to be reported.*

**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.*

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: Due <INSERT DATE 2 WEEKS 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.