**The following is an example of what you can send to speakers presenting at either Grand Rounds or Journal Clubs. *Please note you will need to customize any items in brackets and remove all red lettered items.***

**Items are due to INMED one week prior to the activity for review. We recommend selecting due dates that are prior to that submission deadline.**

**GRAND ROUND EMAIL REQUEST TEMPLATE**

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/222584710336151)*. Please select <INSERT INSTITUTION HOSTING EVENT> as the organization hosting the activity.*If you have already completed a disclosure form for INMED for the current calendar year, there is no need to resubmit. If you are unsure, please contact CME@inmedce.com 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: Due <INSERT DATE 1.5 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 with commercial entities for the past 24 months. 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.

Respectfully,

<INSERT YOUR SIGNATURE LINE>

**JOURNAL CLUB 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/222584710336151)*. Please select <INSERT INSTITUTION HOSTING EVENT> as the organization hosting the activity.*If you have already completed a disclosure form for INMED for the 2022 calendar year, there is no need to resubmit. If you are unsure, please contact CME@inmedce.com for confirmation.

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**2. PDF of Journal Article(s): Due <INSERT DATE 1.5 WEEK PRIOR TO THE EVENT>:**

You can submit the pdfs of the article(s) 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 let me know if you have any questions or if I can be of any assistance.

Respectfully,

<INSERT YOUR SIGNATURE LINE>