

ACTIVITY COORDINATOR CHECKLIST

As a part of the required documentation for your approved CME activity, the following items are to be sent to the Office of Continuing Medical Education*:

Prior to your event

- Event Logistics Management**; including event date, facility selection and details, menu, A/V order and other aspects as required
- Final **Agenda Addendum** form; note: final CME credit hours will be confirmed after review
- Speaker(s) Disclosure /Information** form
- Presentations** (Two weeks prior to activity)
 - ✓ If e-syllabus is requested
 - ✓ If there is a disclosed conflict, the respective speaker's presentation needs to be reviewed prior the event. **If the presentation is not reviewed prior to the event, CME will not be awarded for that presentation.**
- Supporter Letter of Agreement** (if applicable)
- Exhibitor Agreement** (if applicable)

Following your event

- Planning meetings** minutes or summary
- Attendance**; final roster / sign-in sheets
- Final budget**
- Honorarium expense receipts**; information for payment request (if applicable)
- Completed **evaluation forms**
- Copies of all **Promotional Materials** (e.g. brochures, fliers, post cards, copies of email announcements / nSlider
- Summary of Intended Change & Measurement** follow-up / results, if indicated Level 5, 6 or 7 for Intended Change & Measurement on the CME application
- Proof of Planner and Speaker Disclosure** communication; copy of PowerPoint slides, meeting materials, verbal disclosure, etc.

*Note for requirements for continuing education credits for nursing, please contact the Norton Nursing Institute at (502) 629-7359.