

PRIOR TO THE ACTIVITY

- Commercial support grant requests submitted to ACHL for review/approval prior to submission (if applicable)
- Activity budget provided to ACHL (must include income and expenses)
- Commercial support LOA(s) are returned four weeks prior to the activity and/or prior to being included in promotional material.
DURATION: 4 WKS PRIOR
- ACHL to be copied/included in all audience generation, and faculty invitations/confirmations
DURATION: ONGOING
- Disclosure Forms are completed by all Planning Committee members (staff) prior to/during the first planning meeting, and submitted to ACHL
- Activity Planning Document/CME application is completed and submitted four weeks prior to the activity.
DURATION: 4 WKS PRIOR
- ACHL must approve all conference promotional material prior to print or distribution (to include accreditation and designation statements and other credit information as required); to include website, emails, exhibitor prospectus, etc.
- All completed faculty disclosure forms, faculty agreements and documents are returned to ACHL three weeks prior to the activity, including faculty CVs.
DURATION: 3 WKS PRIOR
- Conflict of Interest Resolution completed (peer review) and documentation submitted to ACHL three weeks prior to activity for each speaker with relevant financial relationships
- All slides/content submitted to ACHL for CME review/approval two to three weeks prior to the activity
DURATION: 2-3 WKS PRIOR
- On-site/online disclosure information completed and submitted to ACHL for approval
- ACHL to send evaluation template to joint provider for review
- For live activities: ACHL to send joint provider intro slides/syllabus copy
For enduring activities: ACHL to send copy for front matter/website
- For live activities: Joint provider must provide syllabus/onsite program for ACHL final review
For enduring activities: Joint provider must provide preview link of activity to be posted online for ACHL final review

DURING ACTIVITY

Presentation slides to include the following:

- Accreditation and credit designation statements
- Faculty and planning committee disclosure information
- Faculty listing/credentials
- Instructions to participants on how to receive CME credit

POST ACTIVITY

- Excel spreadsheet of attendee list provided to ACHL within 30 days of activity
DURATION: 30 DAYS POST
- Reconciled budget, showing actual income and expenses within 30 days of activity
DURATION: 30 DAYS POST
- Final course material (slides/webcast)
- ACHL to send joint provider evaluation report/request outcomes 30 days post-activity
DURATION: 30 DAYS POST