



Administration of Duties
Live Conferences Packages*Regularly Scheduled Series*Live Activities (1-3 hours)

Administration of Duties	Non-Managed Conference	Managed Conference (minimum 4 credit hours)	Regularly Scheduled Series/Grand Rounds	Live Activities (1-3 credit hours)
"PC" represents Planning Committee responsibilities				
"CME" represents Office of CME responsibilities				
*Pre-Application Consultation (Application Forms, Timeline)	CME	CME	CME	CME
*AMA PRA Category 1 Credit(s)™ (Approval of application, Planning Committee disclosures, Record Credits, 6 Year Record Keeping)	CME	CME	CME	CME
Registration				
*Evaluation Form and Summary (Mandatory for CME Credit)	CME	CME	Per Session/CME	CME
*Certificate of Attendance/Credit	CME	CME	Per Session/CME	CME
*Commercial Support (Letter of Agreement Documentation)	CME or PC	CME or PC	CME/PC	CME/PC
Pre-Course Registration, Credit Card Service, Tracking of Registration Funds, Deposit of Registration funds	PC	CME	N/A	N/A
On-site Registration at Conference	PC and/or CME	CME	CME	CME
Standard Name Tags	PC	CME	N/A	
Enrollment Reports	CME	CME	Per Session/CME	CME
Publicity				
*Review and Approval of Brochure/Flyer to include: Disclosure Statements, and Accreditation Statements	CME	CME	CME	CME
E-marketing: Distribution of marketing on CME List serve	PC	CME	CME	CME
E-Marketing: Distribution on Info Center list serve	PC	CME	CME	CME or PC
Mail outs	PC	CME	N/A	N/A
Brochure distribution (agreed locations)	PC	CME	N/A	N/A
Save the date cards (agreed locations)	PC	CME	N/A	N/A
Logistics				
Letter of invitation to potential planning committee members, and CME event speakers/panelists/moderators	PC	PC	PC	PC
Audio/Visual, maintenance work orders; catering vetting and ordering; Venue vetting, reservations and point of contact; participant packet creation; oversee brochure design vetting and printing; Syllabus/handout preparation which includes: faculty disclosure report (to include each speaker/planner/moderator/panelist); Objectives, Accreditation/Resolution; Acknowledgement of Commercial Support	PC	CME	N/A	N/A
CME Conference/RSS Coordination				
*Speakers Disclosures, Content Acknowledgement Validation Form, and Preparation of Sign-in Sheets, Attendance tracking	PC	CME	CME	CME
Financial Support				
Preliminary Budget and Final Reporting	PC	CME (with assistance of PC)	PC (with guidance of CME)	PC (with guidance of CME)
*Speaker Travel/Honoraria Processing	PC	CME	PC	N/A
Logistical Support Invoice Processing (A/V, food, venue rental, etc...)	PC	CME	PC	N/A
*Commercial Support Processing	CME (with signed agreement)	CME (with signed agreement)		CME or PC

*Indicates areas, which require compliance with ACCME Essentials and Standards and thus, requires coordination with and guidance from the CME Staff.