



NEW ACTIVITY INFORMATION SHEET
Office of Continuing Medical Education
Division of Coordinated Activities

SERVICES PROVIDED

- _____ A coordinator will be assigned to assist you with the planning, which includes providing guidance in submitting the e-application.
- _____ Research and confirm meeting location, as well as for any social events.
- _____ Prepare an estimated breakeven budget and update as needed throughout the planning.
- _____ Submit applications for ancillary credits.
- _____ A budget will be opened for the activity and all expenses incurred will be charged to the new account. Registration revenue will be deposited to this budget as well.
- _____ Submit applications for MOC. Each MOC Specialty has its own fee structure. Fees would be paid through the activity budget.
- _____ Prepare a timeline as to when certain tasks must be completed.
- _____ Determine potential supporters, along with activity director and apply online for commercial support (funding must be deposited in the CME budget for the activity). A follow-up is provided as needed
- _____ Communicate with companies regarding exhibiting, including book companies
- _____ Reserve necessary number of sleeping rooms at a local hotel, or if the location of activity is at a hotel, facilitate fully executed contract with signatures.
- _____ Determine marketing strategy for discussion with activity director
- _____ Facilitate development of marketing piece along with graphic artist (brochure, flyer, postcard, etc.)
- _____ Order mailing labels or if electronic brochure, order and facilitate eblast
- _____ Facilitate printing and mailing of brochure/marketing piece

Speakers

- _____ Communicate with speakers regarding ACCME / Hopkins regulations
- _____ Collect syllabus from each speaker, as well as disclosure and lecture objective, and any other speaker information needed.
- _____ Review and assemble syllabus materials for final distributed syllabus
- _____ Arrange hotel accommodations for guest speakers
- _____ Monitor speaker disclosures for any conflict of interest (COI) and resolve prior to speaker lecture

Other Services

- _____ Arrange audiovisual requirements
- _____ Determine meal function requirements and facilitate with catering group
- _____ Determine meeting room needs and facilitate with hotel or other facility group

- _____ Monitor hotel attrition if required
- _____ Arrange shuttle transportation
- _____ Compile and type registrant evaluation and provide individual speaker results to each speaker.
- _____ Review, approve and process travel expenses and lecture fees for speakers

Registration

- _____ Submit activity to our CME website for online registration
- _____ Accept registrations, answer registrant questions through our Customer Service Center
- _____ Provide confirmation notice to registrants, once payment is processed.
- _____ Provide registrant and speaker badges and lists
- _____ Set up registration area and provide onsite staffing at registration and for duration of activity, including social events, as needed.

Accounting

- _____ Process for payment all invoices as incurred
- _____ Reconcile final budget for transfer to internal order number provided at time of submitting application
- _____ Process tuition remissions submitted by Hopkins faculty and staff
- _____ NEW University Travel and Expense Reimbursement and Honorarium Policy, effective 1/1/14

MARKETING/STANDARD WORDING

- _____ CME Standard Wording for marketing will be provided and facilitated by the assigned coordinator.
- _____ All marketing/printed material must be reviewed by the CME office PRIOR to distribution.