

CONTINUING MEDICAL EDUCATION

**ACTIVITY PLANNING CHECKLIST FOR ACTIVITY CHAIR**

(MUST BE UNLV PHYSICIAN)

**Pre-Application Requirements**

Must be completed at least **90 days** prior to activity start date.

- Complete a needs assessment (identify current gaps in performance and/or practice).
- Determine potential topics to address needs assessment and identify potential speakers.
- Identify sources of funding for the CME activity.
- Schedule a pre-planning meeting with CME program staff (email [cme@medicine.unlv.edu](mailto:cme@medicine.unlv.edu)) to turn in all conflict of interests (COIs) and discuss logistics of CME activity.
- Have all individuals in control of content (activity chair [must be a UNLV physician], activity co-chair, planning committee and speakers) complete COIs.

**Application Requirements**

Must be completed at least **60 days** prior to activity start date.

- Submit CME Event Application via CME Tracker at least **60 days prior** to start of activity.
- CME activity is approved/denied pending revisions by CME Advisory Work Group.

**Post-Application Requirements**

Must be completed at least **30 days** prior to activity start date.

- Obtain completed COIs from speakers, moderators, etc., and submit to CME program staff.
- Promotional and marketing materials must be submitted and approved by the CME program staff.
- 2 weeks** prior to CME activity, the Content Validity document, speaker slides, and all other materials must be submitted to the CME program staff for review to ensure absence of commercial bias and that all compliance requirements related to learner disclosure are met.

**Post-Activity Requirements**

Must be completed within **2 weeks** after the activity.

- Submit income and expense report, final attendance, and post-assessment data to CME program staff.