Live Conference Policies and Procedures

The following are essentials of the Accreditation Council for Continuing Medical Education (ACCME), in association with the American Medical Association.

1. **Application** – viewed online at [https://yale.cloud-cme.com/Application.aspx](https://yale.cloud-cme.com/Application.aspx)

   Please note, your application must be completed & submitted electronically, stating all pertinent information. A program must accompany the application. If it is not attached, the application will be returned. The time frame for submission is:
   - 1-day conference: at least 8 months prior to conference;
   - 3-day conference: at least 10 months prior to conference; and
   - 4+ day conference: at least 1 year prior to conference

2. **Application Approval** - You will be notified in writing by way of an approval letter and course director agreement.

3. **Disclosure Forms** – it is mandatory that all participants (course director, planning committee members and lecturing faculty) complete and sign an online disclosure form. All disclosures must be submitted online to Yale CME prior to the educational activity. View & Complete an online disclosure form at [https://yale.cloud-cme.com/Form.aspx?FormID=232](https://yale.cloud-cme.com/Form.aspx?FormID=232)

4. **Disclosure of Relationships** - At the time of the activity, it is mandatory that individual lecturing faculty disclose publicly (orally and by written handout) any corporate relationships (and those of spouses/partners).

5. **Presentation Review** – All lecturing faculty must submit to Yale CME their disclosures and presentation prior to the activity. The Course Director is responsible, and must verify in writing, that all Conflicts of Interests were identified and resolved prior to the educational activity pursuant to ACCME 2004 Standards for Commercial Support.

6. **Evaluation** – it is mandatory that all activities be evaluated. For that purpose, an online evaluation system has been put in place by Yale CME. Upon the conclusion of an activity each attendee will be able to login to or create a Yale CME account, through which they will complete an activity post-test and evaluation.

7. **CME Credit Certificates** – will be awarded at completion of the online post-test and evaluation.

8. **Letter of Agreement** – if there is commercial support for your activity, it is mandatory that this Agreement be completed by all parties prior to the event. This is completed by Yale CME.

9. **Syllabus and/or Handouts** – Speakers’ presentations should be delivered to Yale CME at least one week prior to the activity in order for all materials to be reviewed for cme compliance and also sent to registered participants of the course prior to the activity.

10. **Fee Structure** – The fee for Yale CME accreditation and meeting management will be discussed at the initial planning meeting. There is a $750 non-refundable application fee and a $5,000 deposit used for initial costs while grant funding is pending.

   If any of the above is incomplete, compliance with ACCME standards will not be met and CME credit will not be awarded.