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 activity: at least 5 months prior to activity;
   - 3-day activity: at least 8 months prior to activity; and
   - 4+-day activity: at least 1 year prior to activity

2. **Application Approval** - You will be notified via email from your CME Representative

3. **Disclosure Forms** – it is mandatory that all participants (course director, planning committee members and speakers) 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) all financial relationships.

5. **Presentation Review** – All speakers must submit to Yale CME their disclosures and presentation 1 week 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 Standards for Integrity and Independence in Accredited Continuing Education Released December 2020

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 evaluation.

7. **CME Credit Certificates** – will be awarded pending verification of attendance and completion of the activity 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. **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.

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