

Application (*Submit 90 days Prior to start of Activity*)

Please note the following things will be needed to submit a complete application

- | | |
|--|--|
| <input type="checkbox"/> Title, Date, Chair, Department,
Location | <input type="checkbox"/> Target Audience |
| <input type="checkbox"/> Activity Type | <input type="checkbox"/> Planning process |
| <input type="checkbox"/> Description | <input type="checkbox"/> Agenda |
| <input type="checkbox"/> Planning Committee Members | <input type="checkbox"/> Faculty Bio |
| <input type="checkbox"/> Needs Assessment | <input type="checkbox"/> Honoraria |
| <input type="checkbox"/> Practice Gap | <input type="checkbox"/> Grant Support |
| <input type="checkbox"/> Objectives | <input type="checkbox"/> Exhibit Support |
| <input type="checkbox"/> ACGME/IOM Competencies | <input type="checkbox"/> Financial Status/Budget |
| <input type="checkbox"/> Results | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Measurement Method | <input type="checkbox"/> CME Fees |
| <input type="checkbox"/> Educational Design | <input type="checkbox"/> Signature Page |
| <input type="checkbox"/> Non-Educational Strategies | <input type="checkbox"/> Budget Information |

Planning Committee Disclosure Forms

Speaker Disclosure Forms

- Mitigation Form (if relevant conflict present)

Needs Assessment Documentation, *can include the following:*

- Guidelines
- Reference Documents
- Past Evaluations
- Joint Commission Standards
- State/Local/Government Requirements
- Literature Searches

Evaluation Template

Planning Documents

Activity Agenda/Schedule

Speaker Bio/CV

Disclosure Forms

Disclosure Summary (method of informing attendees of disclosure information and mitigation statement)

Marketing (includes accreditation statement)