

Conference Services Provided by Northwestern University's Feinberg School of Medicine's Office of CME

Thank you for your interest in the conducting a continuing medical education program. As part of the medical school's mission, the Office of Continuing Medical Education offers a full range of educational services to assist our faculty in executing the school's educational programs.

The Office of CME will coordinate the following details of your educational program:

Program development and execution:

- Develop the activity budget estimate
- Manage activity's income and expenses
- Secure program site
- Negotiate the hotel contract
- Secure grant funding up to 20 companies and tender a letter of agreement with the commercial companies providing educational grants
- Secure exhibitors and tender the hold harmless agreements with companies exhibiting
- Develop the promotional materials (brochure, various advertisements).
- Arrange the purchase of the mailing list
- Coordinate the mailing production
- Post and manage the web on-line registration process
- Distribute participant confirmation packet
- Manage phone and fax inquires
- Manage the speaker correspondence (handout information, AV requirements, process speaker honorariums)
- Coordinate the meeting logistics (room setup, catering, AV, etc.)
- Prepare and distribute the production of activity materials (handouts, syllabus, etc.)
- Prepare and distribute activity materials (name badges, certificates, etc.)
- Arrange the faculty dinner
- Arrange for poster session

On the day of your conference:

- On-site registration (2 CME staffs members to manage on-site registration, any program over 100 participants will need to hire additional staff)
- On-site coordination of activities
- Distribute
 - Nametags
 - Syllabi
 - Conference Evaluations
 - Speaker Packets
 - Supports and Exhibitors Packets

After the conference:

- Distribute CME certificates
- Summarize the activity's evaluation
- Prepare a final expense report for the course director
- Reconcile educational grants
- Complete the ACCME's post-activity documentation