

Suggested Timeline for Executing A CME Conference

12-15 Months Prior:

1. Determine dates for the meeting: be conscience of competing conferences, national and religious holidays that may interfere with your target audience attending.
2. Select and secure a location for the conference: be aware of city-wide conferences. Chicago host the majority of their city-wide meetings May – October.
3. Identify a planning committee: conduct a needs assessment, develop the working agenda, budget estimate and establish the target audience.

9-12 Months Prior:

1. Apply for CME accreditation
2. Apply for CE for nurses, pharmacists, etc.
3. Finalize the agenda
4. Identify and purchase mailing lists
5. Submit educational grant requests from commercial supporters

6-9 Months Prior:

1. Distribute promotional materials (brochure, e-mails invitations, etc.)
2. Place journal advertisements
3. Contact speakers with conference outline and ACCME requirements
4. Distribute flyer, save-the-date cards at other medical meetings
5. Send invitations to exhibitors

3-6 Months Prior:

1. Secure funding
2. Contact speakers for syllabus, AV and accommodation requirements
3. Distribute second promotional material
4. Begin syllabus development

1-3 Months Prior:

1. Collect commercial company's letter of agreements and exhibit hold harmless agreements
2. Arrange for honorarium checks
3. Finalize meeting logistics (AV, food beverage, sleeping rooms, etc.)

2-4 Weeks Prior:

1. Produce syllabus
2. Produce commercial company and exhibitor packets

After the Conference:

1. Finalize budget
2. Reconcile commercial grants
3. CME post-activity documentation to the Office of CME