

2020 CME MILESTONES

Date of Event: October 10 2020
Place of Event: Swedish Issaquah Medical Center
CME Chair: Sanjiv Parikh
Activity Chair: Subbulaxmi Trikudanathan
CME Committee: Sanjiv, Subbu, Ashish, Amish
Project Manager: Usha M Reddy
Co-Sponsor of Event: UW

PREPARATION FOR CME EVENT

Milestone 1:

1 year before Event: *November of previous Year*

Book venue for meeting-Sanjiv Parikh	done
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Milestone 2

10 months before event December of Previous Year: CME Committee/Usha

President names the CME committee:	done
Select Theme / number of Speakers and Time for each speaker	done
Email Gov Body on info of CME, Theme, Talk time, previous survey	done
CME committee to narrows down and confirms Program Agenda	done
Start confirming speakers and obtain Topic Info & CV from speakers	Partial
Obtain latest application for CME sponsorship from UW	done

Milestone 3

9 months before Event: Complete acquiring all info for application-CME Committee/Usha

Complete acquiring all info for application	
CV of CME Committee members	
CV of Speaker	
Financial Disclosure CME Committee	
Financial Disclosure Speakers	
Info for Grants Pharma	
Signature on file CME Committee	
Topic Info from Speakers	Partial

Complete and Submit Application Along with attachments for CME & fees to UW : Usha M Reddy

Budget timeline Grants	Partial
CME Brochure /	
CME Flyer	
CME Objectives /	
CME Sign in	
Conflict of Interest resolution /	
Evaluation Form	
Evaluation tools /	
Expected Outcomes	
Itemized budget	
Mission Statement CME	
Needs Assessment	
Online CME Evaluation	
Outcome Assessment Methodology	
Planning Process/	
Potential barriers /	
Practice gap Analysis /	
Program Agenda	
Feedback Methodology	

	Timeline CME	
	Topic Info	
	Verbal Disclosure	
Milestone 4		
8 months before Event: Usha M Reddy		
	Upon Approval by UW, activity number	
	Submit Financial Disclosure CME Committee	
	Submit Financial Disclosure Speakers	
	Mail faculty guidance to all Speakers	
	IRS 501	
	Current W9	
	Web & Facebook, LinkedIn update /	
	Start Applying for Grants	
	Start maintaining Exhibit Status & grant Log	
	Survey Monkey	
	Prepare Registration for CME	
	Start CME campaign -info / registration to all members and colleagues	
Milestone 5		
4 months before Event: Usha M Reddy		
Financial		
	Apply for exhibit space	
	Continue CME campaign	
	Continue updating Exhibit Status & grant Log	
	Start collecting info on Reps for exhibit space	
	Apply for exhibit space grants	
	Prepare Exhibit Space Requirements	
	Invitation	
	Application,	
	Receipt	
CME Accreditation: Usha M Reddy		
	Prepare Survey Monkey	
	Registration	
Milestone 6		
2 months before Event		
Financial: Usha M Reddy		
	Send info to UW regarding Grants and Exhibit Space	
	Continue updating Exhibit Status & grant Log	
CME Accreditation: Usha M Reddy		
	Final Power Point Reminder to Speakers	
Survey Monkey - prepare for CME-Usha M Reddy		
	Evaluation Survey	
	Registration detail	
	Pre & Post questionnaire with feedback	
	Continue CME campaign / monthly reminder	
Milestone 7		
1 month before Event		
CME Needs: Usha M Reddy		
	Continue CME campaign / biweekly reminder	
	Continue updating Exhibit Status & grant Log	
	Speaker PowerPoint Presentation to UW	
	all Financial disclosures to UW	
	Peer Review signed by CME committee	

	Conflict of Interest Resolution forms for Speakers and CME Committee	
	all Financial disclosures to UW	
	ltr_of_agreement-Commercial Source	
	Finalize with Swedish: Sanjiv Parikh	
	Room Arrangements	
	Audio Visual Needs	
	Menu	
	Evening Social	
	Pre CME meeting: CME Committee/Usha	
	Assign Volunteers	
	President Welcome Speech	
	Confirm which doctors will introduce speakers	
	Confirm who will give gifts	
	Plan on gifts	
	Plan on evening Social	
	Who is getting Computers	
	Milestone 8	
	3 days prior to Event: Usha M Reddy	
	Volunteers	
	Let volunteers know their assignments	
	Confirm Printing assignment	
	Update web	
	Registration	
	Instruction	
	Evaluation	
	PowerPoint Presentation	
	CV of Speakers	
	CME Objectives	
	Milestone 9	
	Day of Event	
	Print and bring to Event: Dhara	
	Print Program Agenda x 50	
	Print Instructions x 50	
	Print Evaluation Forms x 5	
	Bring In Box/tags/Cr slips/Pens/forms etc.	
	Registration Desk: Dhara / Annette / Nandita	
	Set Up and Run Event Registration	
	Sign-in attendees, collect dues & instructions	
	Signatures for post PayPal CME Vendor Acknowledgement document	
	Course attendance verification	
	Gifts: Nandita	
	Gifts for each speaker with cards, Check	
	Give it to CME committee in a timely fashion	
	CME Needs: Usha	
	Bring pre & post questionnaires with answers x 5	
	Print Event Registration Sheet with PayPal info	
	CME Event: CME Committee	
	Welcome by President	
	Moderating CME Event - CME Committee	
	Timing of Speakers-Raksha	

	Getting Verbal disclosures signed by CME committee-Raksha	
	Evening Social: Sanjiv and Nandita	
	Welcome by Sanjiv	
	Finger food-Sanjiv and Nandita	
Milestone 10		
	Post Event: Usha M Reddy	
	Complete minutes of Meetings	
	Complete Event Report & Survey for Record	
	Thank You Email to Sponsors	
	Thank You Email Report to General Body	
	Thank You Email to Gov Body & Volunteers	
	Welcome Email to New Members	
	File away sign in sheets,	
	File away Event report etc.	
	Mail event report and minutes to Gen Body	