**Meeting Management Services**

The Office of Continuing Medical Education (OCME) is committed to developing, organizing, and implementing quality educational activities through a collaborative process with the Activity Director and planning committee.

Specifically, the Activity Director will be responsible for the needs assessment and learning objectives of the program, identifying potential areas of commercial support, speaker selection, and interpretation of possible conflicts of interest.

For our part, we recognize that each activity is unique, and we will tailor our services to meet your specific needs.

**ACCREDITATION**

* Ensure ACCME compliance.

**SITE SELECTION / CONTRACT NEGOTIATIONS**

* Contract with hotels and social venues, local and national
* Negotiate sleeping room blocks / space requirements

**FACULTY/SPEAKER COORDINATION**

* Communication with Faculty/Speakers
* Ensure compliance with ACCME guidelines
* Presentation coordination
* Audio-visual request coordination
* Honoraria payment
* Expense reimbursement

**MARKETING / PROMOTION**

* Facilitate the design of promotional materials – save-the-date, brochures
* Liaison with printers and mail house distribution
* Research mailing and email list opportunities
* Market activities on our CE portal

**REGISTRATION**

* Process registrations
* Provide secure credit card processing
* Workshop/breakout session tracking
* Nametags
* Certificates/Transcripts

**SYLLABUS / SLIDES**

* Coordinate speaker materials (PPT, handouts, etc)
* Ensure compliance with ACCME
  + Arrange for independent reviewers (when necessary)
* Compile syllabi

**PROGRAM EVALUATION**

* Provide program evaluation
* Summarize activity evaluations
* Provide feedback to activity directors, speakers, faculty
* Provide post-activity follow-up

**ON-SITE SERVICES**

* Audio-visual oversight
* Food and beverage oversight
* Room set-up logistics
* On-sit registration services
* Event signage
* Exhibit hall management

**SOCIAL EVENT COORDINATION**

* Receptions(s) – opening, during, and closing
* Dinners
* Off-site activities

**GRANT SUPPORT**

* Assure ACCME compliance

**FINANCIAL MANAGEMENT**

* Activity budget
* Registration, vendor, and grant management
* Expense disbursement