CME COORDINATOR / MEETING PLANNER TRAINING

June 4, 2013
MET Building, La Jolla
UCSD CME Team

Helena Zandstra
Director

Alison Ireton
Accreditation / Educational Development

Kirsten Allen
Accreditation Support

Angela Felker
Grant Management / Medical Writing
Training Overview & Objectives

• Provide an overview of the educational planning process required for all CME activities
• Discuss UCSD CME application process
• Define requirements related to the pre-activity, on-site, and post-activity phases
• Share valuable CME resources to achieve optimal activity results
• Provide opportunity for teams to discuss any questions or provide feedback
Topics

- Overview
- Educational Planning Process
- Accreditation Application
- Disclosure Process
- Pre-Activity Requirements
- On-site Documentation
- Post-Activity Reporting
- Questions
- Commercial Support
- Available Resources
- Closing
CME Office Overview

• Accredited by the ACCME to provide continuing medical education for physicians.
• Award AMA PRA Category 1 Credit™ for physicians.
• Responsible for oversight, policy development, and overall compliance on behalf of UC San Diego School of Medicine.
• Accreditation with Commendation for two consecutive re-accreditation cycles.
• Annual Volume (number of activities accredited):
  ❖ 125 LIVE (conferences)
  ❖ 130 RSS (grand rounds)
  ❖ 20 Enduring (home-study)
Mission Statement

To provide needs based education for physicians and health care providers to improve knowledge, competence and performance and enable the optimum provision of health care.
Core Requirements

• UC San Diego School of Medicine faculty as course director
• Solid educational planning process
• Meets criteria for valid CME content as outlined by the AMA and ACCME
  – Must be non-promotional
  – May be non-clinical content IF appropriate to physician audience and benefit the profession, patient care or public health
  – May describe complimentary/alternative practices IF focus on existing level of scientific evidence that supports the practices
  – May never advocate procedures/practices without scientific evidence or general acceptance among the profession that support
• Compliance with ACCME Standards for Commercial Support
Activity Types

LIVE: Occurs at a specific time. Participation in person or remotely.
Example: multi-day conference offered once a year, live webinar offered at a given time/date

ENDURING: Endures over a specified time and available on-demand.
Example: Print, audio, video, and Internet materials, such as monographs, podcasts, CD-ROMs, DVDs, archived webinars, as well as other web-based activities.

➢ OTHER FORMATS : Contact us for assistance
CME Activity Planning and Execution

- Educational Planning
- Accreditation Application and Approval
- Pre-Activity Requirements
- On-site Management
- Post-Activity Reporting Requirements
First Step in the CME Process

Educational Planning

Accreditation Application and Approval

Pre-Activity Requirements

On-site Management

Post-Activity Reporting Requirements
Overarching Expectations

• Must address educational needs defined by at least one professional practice gap.
• Must have the intent of changing physician competence, performance and/or patient outcomes.
• Major reason for planning your CME activity should be to close the professional practice gaps you have identified.
• Foster the continuing professional development of physicians and other healthcare providers.
Effective Design of CME Activities

Effective design of a CME activity requires understanding of the **professional practice gaps** which need to be addressed, **specific measurable learning objectives** to bridge the gaps, and **meaningful evaluation** to demonstrate the resulting **practice improvements**.
What is a Practice Gap?

“A description of a problem in practice”

“The problem or issue that the physician knows that she has or that you deduce from your research.”

The “difference between current and optimal practice.”
Practice Gap – Examples

• 40% of patients acquire an infection while in the hospital
• Our physicians don’t have the knowledge of a certain disease entity and they don’t have the strategies to intervene.
• A new guideline was published last week and no one has seen it and no one knows how to manage patients using this guideline.
Helpful Questions

- What data or sources are available that might identify areas where improvement is needed? (quality or departmental data, reports, chiefs, committees, or staff)
- What are the most common cases seen in your department or amongst your peers?
- Why do these problems/challenges exist? What is contributing to them?
- What are the key issues or obstacles to care you or your colleagues encounter?
- What kinds of clinical situations do you or your colleagues find difficult to manage or resolve?
Definition of Terms

**Knowledge**: Facts and information acquired by a person through experience or education.

**Competence**: Having the ability to apply knowledge, skills, or judgment in practice if called upon to do so.

**Performance**: What a physician actually does in practice.

**Professional Practice Gap**: The difference between actual and ideal performance and/or patient outcomes.

**Educational Needs**: The necessity for education on a specific topic identified by a gap in professional practice.
Educational Planning Tool

CME Accreditation Application

Educational Planning Tool

UC San Diego
School of Medicine

EDUCATIONAL PLANNING TOOL:
Designing a Continuing Medical Education (CME) Activity

This planning tool has been designed to guide you through the educational planning process and facilitate the collection of information required to complete the UC San Diego CME accreditation application. CME activities offered by UC San Diego are meant to foster the continuing professional development of physicians and other healthcare providers. CME activities must address educational needs defined by at least one professional practice gap (the difference between current and optimal practices), with the intent of changing physician performance, patient and/or patient outcomes.

Effective design of a CME activity requires understanding the professional practice gaps which need to be addressed, generating specific, measurable learning objectives to bridge the gaps and meaningful evaluation to demonstrate the resulting practice improvements. The major reason for planning your CME activity should be to close the gap(s) you have identified.

A few questions to stimulate the planning process may be:

- What has changed in your practice over the past year and would therefore merit educational interventions?
- Have there been areas where quality indicators would suggest that a focused departmental improvement is appropriate?
- Do you have practice gaps in your area that physicians would find medically relevant to their practice and/or quality of care of their patients?
- Are there core competencies related to your profession that would be worth mentioning and updating?

EDUCATIONAL PRACTICE GAPS: NEEDS ASSESSMENT

The planning process begins with a needs assessment to identify practice gaps. A gap can be defined as the difference between current and optimal practices.

<table>
<thead>
<tr>
<th>CURRENT/ACTUAL STATE</th>
<th>OPTIMAL/IDEAL STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>What learners know and do</td>
<td>Practice Gap</td>
</tr>
</tbody>
</table>

Continuing Medical Education
LEARNING IS A LIFELONG ENDEAVOR

Application / Planning Form for Category 1 CME Credit

Main Menu

Meeting Planner / Staff Coordinator

Email Address
First Name
Last Name
Title
City
State
Zip
Phone

Primary Course Director / Faculty Contact Check here if same info as above Additional Primary Course Director / Faculty Contact can be added later in the application.

Email Address
First Name
Last Name
Title
City
State
Zip
Phone

Activity Information

activity Title
New or Repeat Activity
Yes or No
Repeat

19
Steps Involved

1. Perform a needs assessment to identify practice gaps
2. Determine why the gap(s) exists and what improvement in practice is needed to close the gap(s)
3. Indicate what sources and kinds of information (needs assessment data) you used to identify the gap(s) and determine the cause of the gap(s)
4. Summarize your needs assessment process performed to demonstrate where you retrieved data, what information arose, and how it was analyzed
5. Determine desired outcomes
6. Develop learning objectives
7. Create content
Application Submission and Approval

- Educational Planning
- Accreditation Application and Approval
  - Applications due minimum of 60 days out
  - Pre-Activity Requirements
  - On-site Management
  - Post-Activity Reporting Requirements
CME Activity Application

What information do I need to prepare before I apply?

How & where do I apply for credit?

What is the application review & approval process?
What information do I need to prepare before I apply?

Application Submission Requirements

The following information is required along with the application:

- Program agenda (with times and titles of talks)
- Faculty list and list of Planning Committee
- Conflict of Interest Disclosures for the course director(s) and planning staff/committee.

UC San Diego CME's web-based disclosure database allows for completion and updating of disclosure information online at any time. For administrator access, please contact our office at cmeaccred@ucsd.edu.
The accreditation application is the mechanism used to apply for CME credit and is required for all activities.
Where do I apply for credit?

Click on “Submit Online Application”
Accreditation Application

- Meeting Coordinator & Primary Faculty Contact information
If this is a repeat activity, remember to include the same title, or if there is a new title but is still a repeat (annual meeting) please remember to select “repeat”
IMPORTANT:

• Include as much detail as possible for the Agenda (including breaks, sessions not applying for CME credit, etc)
• We need to know who is on the planning committee and who is Faculty.
Page 1: Sponsoring Department

- Sponsoring Department
- Type of sponsorship

Correct sponsoring department is extremely important.

Make sure to save before you move on to next page.
Activity Description should be brief – 2-3 sentences that includes overarching goals, target audience, format, etc.
Use the data gathered from Educational Planning Process to populate this information.

Please summarize your data and provide a short description of the needs assessment process you performed. You will want to provide an overview of where you retrieved your data, what information was extrapolated, and how it was analyzed and synthesized.

Attach File:

or, Include Text:

asdf
The objectives you provide in your application must be used to evaluate the activity outcomes (once application is approved, via the Course Evaluation)
Linking Desired Outcomes to Evaluation Methods

Desired Outcome(s): The major reason for planning your CME activity should be to close the gap(s) you have already identified. The activity’s desired results should link back to the cause of the practice gap(s). Note that while increased knowledge is an acceptable need for the activity, knowledge alone is not considered by the current accreditation system to be a sufficient outcome. At a minimum, the goal of the activity should be improved competence. Only include desired outcomes that you actually plan to evaluate and monitor.

- Increased Competence: Giving physicians new skills/strategies.
- Improved Performance: Helping physicians modify their practice.
- Improved Patient Outcomes: Providing tangible improvements in overall health and patient outcomes measured by reviews of clinical practices.

Considering the practice gaps identified, what is the desired outcome of the activity? What improvement is needed to close the gap?

Select all that apply:

- Increased Competence
- Improved Performance
- Improved Patient Outcomes

Note: The ACCME requires proof that measurement of competence, performance, and/or patient health improvement actually took place for each activity. For example, if your activity is designed to improve physical performance, you also need to measure if physician performance improvement occurred and provide pertinent documentation to the CME office upon completion of activity.

Evaluation summaries for your activity are required. UCSD requires standardized measurements for each CME activity. Please use the evaluation template provided. Additional questions may be added to customize your evaluation.

Select all that apply:

- Learning/Competence Examples:

  - Evaluation/Assessment (Required for CME credit)

  If you are adding additional questions to customize your evaluation, please attach file or include in text box below:

  Attach File:

  or, Include Text:

- Audience Response System (ARS)
- Customized pre/post test
- Physician or patient surveys and evaluations
- Other

Performance Examples:

- Adherence to guidelines
- Case-Based Studies
- Chart Audits
- Customized follow-up survey/interview with focus group about actual change in practice at specified intervals
- Direct Observation
- Physician or patient feedback, surveys and evaluations
- Reminders and Feedback
- Other

Patient/Population Health Examples:

- Change in health status/measure
- Change in quality/cost of care
- Measure mortality and morbidity rates
- Patient feedback and surveys
- Other
If you plan to solicit commercial support, remember to indicate this on your application.
Provide a projected budget for your activity – does not have to be the final budget, estimate best to your ability.
The application review process may take 10-30 days to complete, depending on the completeness of the application submitted.

- Note that applications are not forwarded to the CME advisory committee for review until all application materials are provided, including the disclosures for course director(s) and planning committee members/staff.
- If this is a repeat activity, all follow-up documentation from the previous year must be on file with our office before we can approve your application for the following year.

Approvals are sent via email to the course director and coordinator listed on the accreditation application along with information about processes and documentation requirements.

All approvals are tentative until all the required documentation is received throughout the planning cycle and post-activity. Failure to submit the required documentation may result in withdrawal of credit designation for the activity.
Conflict of Interest (COI) Disclosure
Conflict of Interest (COI)

Created when individuals in a position to control the content of CME, (or their spouses/partners) have a relevant personal financial relationship within the past 12 months with a commercial interest that produces, markets, re-sells, or distributes health care goods or services consumed by, or used on patients.
Conflict of Interest

ACCME STANDARDS FOR COMMERCIAL SUPPORT

Standards to Ensure the Independence of CME Activities
Who Needs to Disclose?

All persons in a position to influence or control content (course directors, planners, presenters including moderators, medical writers, abstract presenters, peer reviewers and staff) must complete a disclosure form disclosing any relevant financial relationships and how they plan to resolve that conflict.
Resolution of COI

I will support my presentation and clinical recommendations with the “best available evidence” from the medical literature.

I will refrain from making recommendations regarding products or services, e.g., limit presentation to pathophysiology, diagnosis, and/or research findings.

I will recommend an alternative presenter for this topic for the planning committee’s consideration.

I will submit my presentation in advance to allow for adequate peer review.

I will or have divested myself of this financial relationship.
When are Disclosures Due?

Along with accreditation application – Course director, planning committee members and staff

No later than 4 weeks prior to activity – All other persons involved in the planning and execution
Steps Involved in Disclosure Process

1. Collect
2. Review
3. If a relationship exists
4. Resolve
5. Disclose to Participants
6. Disclose to Participants
What is peer review and when is it required?

A peer review of the educational content is required in the following instances:

- All enduring activities (print, internet, CD/DVD, audio, etc.)
- Any activity, live or enduring, that is supported by only one commercial supporter.
- Instances of high risk (for example, faculty with ties to industry that the CME staff and/or director deem to be of elevated risk for potential commercial bias) as determined by UC San Diego.
Online Disclosure Database
http://cme.ucsd.edu/facultydisclosure

To enter a new disclosure, use the Complete New Form section.

To update a disclosure, use the Update Existing Form section.

Planners/administrators can access completed disclosures by entering their email address and password in the Planners/Administrators section.
Pre-Activity Requirements

- Educational Planning
- Accreditation Application and Approval
- Pre-Activity Requirements
- On-site Management
- Post-Activity Reporting Requirements
## Live Activity Accreditation at a Glance

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| **60 Days prior to activity start date** | • Complete the Educational Planning Process prior to submitting the application *(Please use the CME Planning Tool to guide you through this process)*  
• CME activity application due  
• Disclosures are due from course directors, planners and committee members along with the accreditation application |
| **4 weeks prior to activity start date**   | • All remaining disclosures due  
• Final agenda due  
• Final faculty list due |
| **1 week prior to printing/distribution** | • Marketing materials  
• Syllabus/Handouts  
• Sign-In sheets  
• Certificates *(Physician and Non-Physician templates)*  
• Evaluations *(Speaker and Overall)* |
| **1 week prior to start of activity**     | • Letters of agreement for commercial support must be signed and fully executed |
| **4 weeks after conclusion of activity**  | • Evaluation summaries and other outcomes data  
• Final participant list  
• Final copy of all marketing materials  
• Sign-in sheets including credits claimed  
• Final copy of syllabus/hand-out materials including educational content *(electronic copy if available)*  
• List of commercial supporters including amount and nature of support *(fully executed copies of LOAs should be with CME office prior to start of activity)* |
| **12 weeks after conclusion of activity** | • Financial reconciliation due |
Preparing for The Activity

- **Accreditation Documentation Requirements**
  - Required templates will be provided in Approval Packets for all onsite materials
    - All need to be customized for your individual activities and submitted to CME office for review

- **Think through On-site Process.....**
  - How will you distribute CME Cert? [Onsite or Post Meeting]
  - Collection of Evaluations? [Onsite or Post Meeting]
  - Separation of CME from all onsite promotion(s)
Marketing Materials: Website/Brochure/Email Blasts

Anytime you advertise availability of CME credit, the material(s) must reviewed by UCSD CME office before you distribute.

All files that involve a review by CME office require a minimum of 3 days to review – PLAN ACCORDINGLY!
The “Four Week Check-In” – VERY IMPORTANT

Four weeks prior to your activity, we will look to receive from you the following:

- Final Agenda
- Final Faculty List
- All Disclosures need to be in to us via online database
Accreditation Documentation for Onsite

- **Sign-in Sheets** *Non-Physician and Physician*
- **Evaluation Forms** *Overall course and Speaker*
- **Certificates** *Non-Physician and Physician*
- **Syllabus/Participant Handout**

All templates will be provided in your approval packet and available on our website – CME.UCSD.EDU
Sign-in Sheet(s):

Participants must sign to verify that they participated in the activity and claim the number of credits they attended.

All files that involve a review by CME office require a minimum of 3 days to review – PLAN ACCORDINGLY!
Evaluation Form(s):

CME activities must be evaluated according to their effectiveness in achieving the learning objectives/desired outcome and for their projected/actual impact on clinical practice.

All files that involve a review by CME office require a minimum of 3 days to review – PLAN ACCORDINGLY!
Certificate Template(s): Non-Physician and Physician

After signing out, attendees should receive a certificate of credit for participating in the activity.

Template to be updated with specific activity information:
- Act title, date and location
- Number of available credits
- Course director name and signature

All files that involve a review by CME office require a minimum of 3 days to review – PLAN ACCORDINGLY!
Syllabus/Handout for Participants

CME information must be communicated to your learners prior to them engaging in the activity and a handout/syllabus provided to the participants is required.

Before you submit Syllabus to CME office for review, please confirm the following has been completed/included:

- Final program agenda
- Final faculty list
- Disclosure summary is included, and every person involved in the planning and/or who may be speaking at the event needs to be on this summary [in position to control/alter content]
  - ALL disclosure's have been received & any existing conflicts have been resolved by CME office (Peer reviews required should be already in process)
- Any commercial support must be acknowledged in syllabus and fully executed LOA’s must be provided by this time of review

All files that involve a review by CME office require a minimum of 3 days to review – PLAN ACCORDINGLY!
Use the Requirements & Guidelines Checklist for Syllabus to help in the development of your syllabus pages:

All files that involve a review by CME office require a minimum of 3 days to review – PLAN ACCORDINGLY!
On-site Management

Educational Planning

Accreditation Application and Approval

Pre-Activity Requirements

On-site Management

Post-Activity Reporting Requirements
On-site Management

Meeting Coordinator responsibilities on-site at activity:

- Distribute Syllabus/Participant Handouts(s)
- Management of Participant Sign-In/Out Process
- Distribute and Collect Evaluations
- Distribute Certificates to Participants
- Manage the separation of CME vs. any/all promotional activities (exhibits)
Post-Activity Reporting

Educational Planning

Accreditation Application and Approval

Pre-Activity Requirements

On-site Management

Post-Activity Reporting Requirements
Post-Activity Reporting

• Follow-up documentation is due to our office within four weeks of the activity end date in order to fulfill all remaining accreditation requirements.

• Requirements for live CME activities include:
  – Evaluation summaries (and other outcomes data) – *only summary, not individual evaluations*
  – Final Participant list (*including name, contact information and total physicians/non-physicians in attendance*)
  – Final copy of brochure and promotional materials (*i.e. flyers, postcards, website*)
  – Copies of Sign-in sheets (*including credits claimed*)
  – Final copy of syllabus/hand-out materials (*electronic copy if available*)
  – List of all commercial supporters including amount and nature of support (*fully executed copies of LOAs should be with CME office prior to start of activity*)
  – Financial close-out (*due 12 weeks following the activity*) including an itemized list of faculty travel reimbursements and honoraria.

Documentation may be submitted via e-mail to *(cmeaccred@ucsd.edu)*, or directly through the online submission page on the UC San Diego CME website. *(CME.UCSD.EDU)*
In Summary

Educational Planning

Accreditation Application and Approval

Pre-Activity Requirements

On-site Management

Post-Activity Reporting Requirements
Questions?
Commercial Support

• Any funding, direct or in-kind, that is given to a course from a commercial interest.

• The ACCME’s definition of a commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients (i.e. pharmaceutical companies and medical device manufacturers).

Funding from non-commercial interests is NOT commercial support (i.e. NIH grants, donations from foundations, etc.)
ACCME Standards for Commercial Support

ACCME STANDARDS FOR COMMERCIAL SUPPORT™

Standards to Ensure the Independence of CME Activities
Both commercial and non-commercial support can be given in two ways: direct and in-kind.

- **Direct**: A financial donation in the form of an educational grant; monetary donation.

- **In-Kind**: The use of donated equipment, supplies, space, specimen, or services. For durable equipment, this includes the use of equipment that is to be returned after the completion of the course.
Direct (Financial) Support

• Must be provided to the course, not directly to any person or to pay directly for any of the expenses.

• Funds should be in the form of an educational grant provided to UC Regents / UC San Diego.

• No benefits can be offered as a condition of support.

• Supporter must be hands-off and not involved in any aspects of program planning / content development.

• Letter of Agreement required.
In-Kind Support

• No benefits can be offered as a condition of support
• Supporter must be hands-off and not involved in any aspects of program planning / content development
• Letter of Agreement required
• Nature of in-kind support must be indicated (see our LOA template for options)
Difference Between a Supporter and a Sponsor?

The **sponsor** of a UC San Diego accredited CME activity is **always** UC San Diego.

A commercial interest **can never be a sponsor of a CME activity**. An appropriate term for any commercial interest, non-commercial interest, individual, foundation, etc. who has given a direct or in-kind donation to an activity is “supporter.”
Letter of Agreement (LOA)

- Required for all commercial support (direct and in-kind)
- May use UCSD template or the commercial supporter’s template
- Must be reviewed and signed by both the accredited provider (UC San Diego CME) and the commercial interest
- Must be fully executed prior to the start of the activity
Acknowledgement of Commercial Support

- All companies who provide support must be acknowledged (direct and in-kind).
- For in-kind support, specify nature of that support
- Logos will no longer be allowed

ACKNOWLEDGEMENTS

We would like to thank the following companies and organizations for their educational grant support. Their financial support makes this conference possible.

Merck
SaxlX Pharmaceuticals
***************
Bayer Healthcare
Genentech
Gilead Sciences, Inc.
***************
Astellas
What about Exhibits?

- NOT commercial support / NO LOA required
- Exhibits are advertising opportunities
- Located in a separate space, away from the CME activity / educational content
- Must be offered at a price (company is buying advertising space / opportunity)
- Cannot be offered as benefit of grant support
- Price must be equitable
- UC Vendor Policy applies
Commercial Support Solicitations

• Accreditation applications must be on file and approved prior to submitting commercial support requests.

• Educational planning tool for accreditation is useful for commercial support forms and online portals.

• LOAs must be routed through the UCSD CME office for signature immediately upon receiving to expedite completion.
Commercial Support

- Commercial support submissions requirements:
  - Projected budget
  - Letter of request
  - Target audience
  - Learning objectives
  - Needs assessment
  - Agenda
  - Outcomes
Commercial Support

• Certain statements and information must come from accrediting provider (UCSD CME):
  – Conflict of interest policy
  – Accreditation statement

• Commercial support interests may require submission by the accredited provider.
  – Some companies may be accessed directly; others may need to be authorized as account users by UCSD CME.
Commercial Support

• Common information for online submissions:
• Name of requesting organization: Regents of the University of California
• Name on ACCME accreditation certificate: University of California, San Diego
  – Tax ID: 95-6006144
  – 501c3 (non-profit)
  – Accreditation with Commendation, expires 11/30/2016
  – ACCME provider number: 0000301
  – Accredited 15+ years
  – Type of institution: Academic Medical Center
  – Firewall policy unnecessary (no commercial arm)
Commercial Support

- Outcomes evaluations must be conducted in order to comply with ACCME policy and guidelines.
- Outcomes are based on Moores 7 levels
  - Level 1: Attendance
  - Level 2: Satisfaction
  - Level 3: Learning
    - Level 3a: Declarative learning
    - Level 3b: Procedural learning
  - Level 4: Competence*
  - Level 5: Performance
  - Level 6: Patient health
  - Level 7: Community health
Commercial Support

Reconciliation:

• Close-out budget and evaluation summaries required for reconciliations.

• Reconciliations must be completed by the deadline provided so that UCSD CME is not locked out of future submissions.

• If submitted by UCSD CME on your behalf, materials need to be provided to CME in a timely fashion.
Questions?

Angela Felker, Senior Medical Writer/Grant Manager
P: 619-543-7568
F: 619-543-7610
E: afelker@ucsd.edu
W: http://cme.ucsd.edu
Q: A company gave us commercial support for an activity. Can we offer them complimentary exhibit space as a benefit of their grant support?

A: No. A company may not be given a complimentary booth, table or any other space to display their products or promote their company as a result of giving an educational grant. Grant support for CME activities must be used to cover the expenses associated with the educational activity. No benefits can be offered along with such support.
Q: Where can I place the exhibitors?

A: Exhibitors may not share the same space as the accredited activity. This means that exhibit tables may be set up in another room, but not in the conference room itself, even if the activity is not in session. Any/all promotion or discussion of products and/or services must be done in the designated exhibit space (at the booth or in the designated exhibit hall); it may never be done formally or informally in the actual educational space.
Q: Company Z would like to do a presentation in one of the break-out rooms during the lunch break. They would be willing to pay a fee to do this. Is this allowed?

A: No. Commercial entities, whether providing a grant or purchasing exhibit space, may not do any promotion in any space used for education, regardless of whether or not they pay a fee. If a space is used for any part of the accredited activity, even if the activity is not in session, it may not be utilized for promotion.
Q: Company X would like to pay for lunch on one of the conference days. Is this permitted?

A: No. If a commercial supporter would like to give funds to support a course, they may give an educational grant. These grant funds are to be used in the manner in which the providers (conference coordinators) decide. A company may not pay directly for any part of a course (food, audiovisual expenses, room rental, etc). This applies to functions for participants, staff and/or faculty. For example, companies may not pay directly for a faculty dinner that is organized for the faculty of the course.
Our website has a library full of resources available for your use; document samples, downloads and guidance on how to complete all of the program requirements for your activity.
Connect With Others

facebook.com/ucsdCME

twitter.com/UCSanDiegoCME
Useful and informative information and tools available for download on ACCME Website