ADMINISTRATIVE INSTRUCTIONS
FOR CONFERENCE DIRECTORS AND STAFF
Category 1 for Special Activities

All required documentation must be received in the CME Office no later than 60 days after the activity in order to be eligible for CME credit.

For each session of your CME Activity:

1. Make multiple copies of the Master Attendance Roster (attached).

2. Provide the Attendance Roster and Participant Registration Cards at the activity. Assure that all information is complete for processing.
   - Make sure all CME ID and names of attendees are legible. PLEASE PRINT
   - Include a Participant Registration Card for each attendee NOT registered with WSU/CME. (Enclosed are some participant cards for your use. If you need additional cards, please contact our office.)

3. Disclosure Responsibilities: (Prior to Presentations)
   - Commercial Relationship Disclosure: It is the responsibility of the Activity Director to obtain and review a “Disclosure of Commercial Relationships” form (master copy attached) from anyone that is in a position of control of the content of the activity (speakers, planning committee members, moderators). (This should be done whether or not there is commercial support for the activity.)
   - All potential conflicts of interest must be identified and resolved prior to the education activity being delivered to learners.
   - How to Resolve Conflicts of Interest:
     A. Presentations should be reviewed by the Activity Director, Planning Committee or CME in advance and may be required to be changed or eliminated. Documentation of review and resolution must be submitted to CME. (See Commercial Relationships form.)

   The Activity Director must also, either verbally, in print or on a powerpoint slide, disclose to the audience any relevant commercial relationships or lack thereof. The method of disclosure and the text of what was disclosed must be submitted in writing to the CME Office.

   - Commercial Support Disclosure: It is the responsibility of the Activity Director to obtain an Agreement & Acknowledgement of Commercial Support from all commercial supporters. The Activity Director must, either verbally, in print or on a powerpoint slide, communicate to the audience any commercial support involved with the activity. The method of disclosure and the text of what was disclosed must be submitted in writing to the CME Office.

4. At the conclusion of session complete the “Cover Sheet” (attached) in its entirety.

   Attach: Attendance Rosters Evaluation Summary
   Participant Cards Revenue & Expense Report
   Syllabus or hand-out materials Final Brochure
   LOA - Commercial Support Agreements forms (if applicable)
   Mechanism and Text of Disclosure (commercial relationships & commercial support)
   Commercial Relationship Disclosure forms

5. Make copies of the completed Attendance Packet for your files.

6. Mail complete package to: Division of Continuing Medical Education, 9A UHC, 4201 St. Antoine, Detroit, MI 48201, Attn: CME Attendance.

*All attendance rosters that do not have the cover sheet completed and required documentation attached will be returned to the Activity Director. Credit will not be issued until ALL of the required documentation is received by the Division of CME.