

Meeting Notice (Brochure) Preparation

Essential Components for Compliance with ACCME Guidelines for Joint Sponsors with the Chicago Medical Society

All meeting notices of CME-approved activities **must** include the following (see sample):

- **The name and logo of the Chicago Medical Society prominently displayed along with the name of the joint sponsor.** For instance, the headline could read: XYZ Medical Society, in conjunction with the Chicago Medical Society presents....
- **The title of the presentation, speaker's name and qualifications.** Please do not use abbreviations in the title of the CME activity.
- **Speakers' disclosures.** Example: Dr. Smith has disclosed that he is a **consultant** for ABC Pharmaceuticals. You must include the TYPE of relationship in the disclosure. Also, if the speaker has nothing to disclose, include the following statement: Dr. Smith has no significant financial relationships to disclose.
- **Target audience and level of experience.** For example, is the activity appropriate for primary care physicians or for specialists?
- **Learning objectives written in proper form.** Objectives must be stated so that it is evident what the attendee should be able to do as a result of the meeting. Use active verbs which represent doing, rather than "knowing" or "understanding." For instance, the objectives statement could read:
At the Conclusion of this learning activity, participants should be able to:
 - *Explain the new XYZ technique for treating ABC disease
 - *List the indications needed for a patient to be a candidate for this treatment
 - *Cite the advantages of treating with XYZ compared with traditional methods
 - *Discuss the risks involved with XYZ

Please list **2-3** learning objectives for each course.

- **The accreditation and designation statements must appear on the notice.** The correct wording is:

This activity has been planned and implemented in accordance with the Essentials Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the Chicago Medical Society and XYZ Medical Society. The Chicago Medical Society is accredited by the ACCME to provide continuing medical education for physicians.

The Chicago Medical Society designates this educational activity for a maximum of _____ category 1 credits towards the AMA Physician's Recognition Award. Each physician should claim only those hours of credit that he/she actually spent in the educational activity.

- **Acknowledgment of commercial support (if any).** Companies providing financial support should **NEVER** be referred to as sponsors. For example: XYZ Society acknowledges ABC Pharmaceuticals for their support of this presentation.

In addition, **meeting notices must also include the date, time and location**, as well as registration information, a contact and a telephone number for questions.

Promotional materials including CME information cannot be distributed until the Subcommittee grants approval for CME credit.