

After the CME activity

Within 30 days of the completed activity, you must submit:

- Evaluation forms and sign in sheets.
- A **typed alphabetized** list of addresses of all participants of the activity.
- Completed **course director** evaluation.
- Evaluation Report Summary
(see example in packet)
- Copy of speaker expenses
 - i.e. honoraria, hotel, etc.
- Copy of commercial support checks received from companies

Once all of these materials have been received by the Chicago Medical Society, you will be invoiced for the number of non-member participants at the activity.

CME certificates will be processed and sent after final payment has been received.