

## Required Documents

The following is a list of information and documentation that is required by PeerPoint as part of the accreditation of your activity along with when such content and documentation is due. All information must be filled in the Activity form (Application and Team and Agenda Manager) and documents are to be uploaded in the Notes and Attachments on the main page of the CME BackOffice for the activity. If more space is required, or if you have large documents, PeerPoint will create a Drop Box for the materials to be uploaded.

### Due prior to accreditation:

- **Application:** all information filled.
- **Team and Agenda Manager:** Complete information concerning all Presenters and Topics, Medical Editors, Program Committee Members, staff and management. If some topics are not complete indicate in the Team and Agenda Manager.
- **Agenda:** A copy of your agenda to help determine CME credits. The copy should preferably be in PDF format and uploaded in the attachments section of the activity in the CME BackOffice.

### Due as soon as possible after accreditation (upon Accreditation, you will receive the Accreditation and Designation Statements).

- **Marketing Piece:** A copy of one marketing brochure **containing the Accreditation and Designation Statements.**
- **Screen Capture:** A screen capture **containing the Accreditation and Designation Statements** for the activity **on your website.** The screen capture must also include the URL of the page.

### Due 60 days prior to the Start/Live Date.

#### Mid-level Content Information:

- **Reviewed Abstracts:** Abstracts are standard documents that outline a particular presentation, often about research. Generally speaking, abstracts consist of a title and author information, introduction, a summary of the questions posed with the method for answering the question, results, conclusion and references.
- **Reviewed Second Level Agendas:** Second level agendas consist of a set of topics with descriptions that outline the content to be conveyed. Second level agendas are used to describe the narrative content of an educational activity which provides the foundation for the development of a detailed presentation.
- **Bios:** A copy of all bios are uploaded in a single file.

### Due as soon as possible prior to the Start/Live Date.

- **Program Book:** A single copy of the activity's program book. The book must contain the Accreditation and Designation Statements along with the Disclosure Report.



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**Please Note: if the following documents are included in the Program Book, they do not need to be provided individually.**

- **Handouts:** A copy of all handouts not included in the program book are uploaded in a single file.
- **PowerPoint Slides:** A copy of all PowerPoint slides are uploaded in a single file (PDF preferred). If the PowerPoint slide are contained in the program book, they do not have to be uploaded separately.
- **Reading/Case Studies:** A copy of all Reading/Case Studies are uploaded in a single file. If the Reading/Case Studies are contained in the program book, they do not have to be uploaded separately.

## **Required Public Statements**

**PeerPoint will furnish the final Accreditation and Designation Statements to be posted and included in activity materials. Accreditation and Designation Statements must appear on:**

1. All marketing and sales materials that disclose CME Accreditation.
2. Any website concerning the accredited activity that disclose CME Accreditation.
3. Any activity book or other educational material that is distributed at a live activity or delivered as part of an enduring material.
4. Any digital application containing activity information.

### **Accreditation Statement**

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of PeerPoint Medical Education Institute and \_\_\_\_\_ PeerPoint Medical Education Institute is accredited by the ACCME to provide continuing medical education for physicians.

### **Designation Statement**

PeerPoint Medical Education Institute designates the live format for this educational activity for a maximum of \_\_\_\_ *AMA PRA Category 1 Credits™*. Physicians should only claim credit commensurate with the extent of their participation in the activity.

## Required Publication of Financial Disclosures

**PeerPoint will furnish the final Financial Disclosure Report to be included in activity materials. Financial Disclosure information must appear in:**

1. Any activity book or other educational material that is distributed at a live activity or delivered as part of an enduring material.
2. Any digital application containing activity information.

### Financial Disclosure Report

It is the policy of “Name Disclosing Entity” and PeerPoint Medical Education Institute to ensure balance, independence, objectivity and scientific rigor in all its sponsored educational programs. As a continuing education provider accredited by the ACCME, any planner or presenter in a position to influence educational content is required to disclose the existence of any financial interest or other personal relationship with the manufacturer(s) of any commercial product(s) “Commercial Interest”.

ACCME defines a “commercial interest” as any entity producing, marketing, re-selling, or distributing healthcare goods or services, consumed by, or used on patients. For further information, please refer to <http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-anddefinitions/definition-commercial-interest>.

**The following presenters, planners, editors, or staff have relevant financial relationships to disclose:**

*“I, or an immediate family member, have at present or have had within the last 12 months, the following affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest in context to the design, implementation, presentation, evaluation, etc. of CME Activities.”*

Name	Commercial Interest	For what role	What was received
Dr. Steven Smith	Commercial Interest 1	Speaking	Honorarium
	Commercial Interest 2	Speaking	Honorarium
	Commercial Interest 3	Speaking	Honorarium
Dr. Marcia Black	Commercial Interest 4	Advisory Board	Honorarium
	Commercial Interest 5	Consulting	Consulting Fees



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**All other presenters, planners, editors, or staff reported no relevant relationships with the following statement:**

*"I, or an immediate family member, do not have at present, or within the last 12 months, nor anticipate having financial interest, arrangement or affiliation with any organizations that could be perceived as a real or apparent conflict of interest in context to the design, implementation, presentation, evaluation, etc. of CME Activities."*