

Pharmaceutical Support Steps-At-a-glance for your Ongoing event:

- 1) Determine the need for support by your event calendar assignments and topics based on your Department's educational needs..
- 2) The event moderator or event chairperson must choose the speaker.
- 3) Pharm reps are allowed to offer Speakers lists from which to choose.
- 4) After the speaker is determined – the moderator or event chairperson should contact the guest speaker to discuss topic and learning objectives and travel arrangements.
- 5) Notify CME **by forwarding** the event date (4 to 6 weeks before the event) speaker confirmation (see letter on the CME website under Speakers & Grants <http://musom.marshall.edu/cme>) CV, topic, learning objectives, Disclosure and travel itinerary with estimated or confirmed costs.
- 6) Inform the Pharm rep to meet with CME (Tues & Thurs 9-11 without an appointment) to discuss the budget and Letter of Agreement for the educational grant to support the event.
- 7) CME will arrange local lodging confirmation and obtain the Speaker Independent Contract and original travel receipts and travel form for reimbursement to the speaker after receipt of the educational grant from the commercial supporter or representative communication company.
- 8) CME will return to you the compiled Educational Grant Packet for signatures.
- 9) When the Educational Grant Packet is returned to CME – Evaluation Forms will be returned to you for the event.
- 10) Utilize Series 24 CME Attendance Sheet for obtaining a participation record.
- 11) **Remind the moderator** to announce Speaker Disclosure information at the event before the guest speaker begins lecturing.
- 12) Return the Attendance Sheet & Evaluations to CME within 5 days after the event.