

CME Application Timeline Policy

- It is recommended that application for CME sponsorship be made 3-9 months prior to an activity to allow ample time to effectively market the activity and allow the CME Program time to process the application. Sponsorship applications for any activity that is received less than 3 months prior to the activity date will be accepted at the discretion of the CME Program and may be subject to late fees. This timeline does not apply to Regularly Scheduled Series.
- A completed sponsorship application includes all required signatures, all requested documents, and signed financial disclosure forms for the activity director and planning committee members. Signed disclosure forms for all other faculty (plenary, workshop and poster session) must be turned in at least 2 weeks prior to the activity.

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