Meeting Management

The CME Program takes great pride in the professional quality of the activities we offer whether they are local, national or international. We are experienced conference planners familiar with all aspects of conference planning and coordination. Our services include:

**ACCREDITATION**

* ensure ACCME compliance
* apply for additional accreditations, such as nursing, psychology, physician assistant, and pharmacy

**FINANCIAL MANAGEMENT**

* budget development
* vendor contracting
* tuition and grant management
* expense disbursement

**SITE SELECTION AND CONTRACT NEGOTIATIONS**

* contract with hotels and social venues, both local and national
* negotiate sleeping room blocks and space requirements

**SPEAKER RECRUITMENT AND COORDINATION**

* faculty communication
* audio-visual request coordination
* travel arrangements
* presentation coordination
* honoraria payment
* expense reimbursement
* ensure speaker compliance with ACCME guidelines

**MARKETING, PROMOTION, AND PUBLICITY**

* facilitate the design and production of promotional materials including display advertising, brochures, and save-the-date pieces
* mailing list research
* facilitate conference website design and management
* email marketing
* liaison with printers
* mailing and distribution management

**GRANT APPLICATION SUPPORT**

* assure ACCME Commercial Support Standard compliance
* research and apply for grants from pharmaceutical and medical device companies

**REGISTRATION**

* process registrations
* utilize a secure server for credit card processing
* nametag and certificate generation
* workshop attendance tracking

**SYLLABUS COMPILATION**

* coordinate with speakers for materials
* check for compliance and arrange for independent reviewers (when necessary)
* compile syllabi
* coordinate abstract submission and printed compilations

**PROGRAM EVALUATION AND OUTCOMES ASSESSMENT**

* summarize participant evaluations
* provide course directors and speakers with feedback
* conduct post-activity follow-up to track practice changes

**ON-SITE SERVICES**

* food and beverage oversight
* audio-visual technician recruitment
* room set logistics
* on-site registration services
* event signage
* exhibit hall management, including vendor contracting
* ground transportation and shipping
* poster session coordination

**SOCIAL EVENT COORDINATION**

* opening and closing banquets
* welcome receptions
* faculty dinners
* off-site social activities and educational tours