**Planner Selection and Committee Consensus Steps**

The Planning Committee members brainstorm the best and most appropriate faculty speakers on the topics they have collectively determined will become the content of the proposed educational activity based on the below:

1. peer-reviewed literature in that field; multiple articles and publications considered
2. individual areas of expertise (e.g., specialty areas, leadership, communication, teamwork)
3. Regional/national/international data pertaining to the course content
4. Evaluation summaries and verbatim comments from previous CWRU CME-accredited activities on related topics

The planners who accept the role of planning committee member then complete the CWRU CME Disclosure Form to assure that they themselves have no relevant financial relationships.

If there is a relevant financial relationship, the Activity Director (AD) follows these steps:

* + 1. AD contacts the planner directly.
		2. AD examines these issues, inquiring:
* Is the relevant financial relationship directly related to the proposed content/any topics of the educational activity in question?

3. If yes, the AD, in consultation with already-vetted planning committee members, will review any recommendations made by that planning member with the conflict to ensure that it is free from bias and mediate, if necessary, by committee consensus. Mediation could include removal of a) planner b) suggested speaker or c) suggested topic.