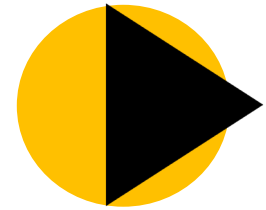


SPEAKER TIMELINE FOR CME&PD EVENTS



Confirmation

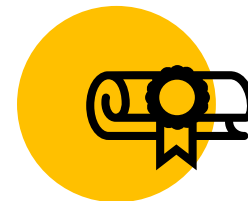
Presenter receives Speaker Information Email



Forms

2 months before event

Speakers fill out electronic Conflict of Interest (COI) and Waiver forms.



Registration

1 month before event

Speakers get complimentary registration. This guarantees access to handouts, resources and their accreditation letter.



Dry-Run

2-3 Weeks before event

Speakers attend Dry-run session scheduled by CME Staff.



Calendar Invite

2-3 days before event

Speakers receive calendar invite with Zoom links for the event.



Instructions

1 week before event

CME staff sends logistics email with instructions for the day of the event.



Presentation

2-3 Weeks before event

Speakers send presentation, extra handouts and, if needed polling questions to CME Staff.



Conference & Green Room

30 min before presentation

Speakers enter the Green Room and are directed by CME staff to their presentation room.



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