



## Conference & Live Event CME Organizer Checklist

Please send all required documentation to [Continuing\\_Education@dhha.org](mailto:Continuing_Education@dhha.org).  
For questions, please contact us at 303-602-4979 or 303-602-4958.

# 6

### 6 Weeks Out

- Submit Signed Faculty Agreements
- Submit Conflict of Interest (COI) forms

**When applicable:**

- Submit Commercial Interest information
- Submit Save the Dates, flyers, activity website, calendar invite or advertising

# 4

### 4 Weeks Out

- Submit content outline or presentations for review

**When applicable:**

- Submit pre/post test questions
- Respond to COI Resolution requirements

# 2

### 2 Weeks Out

- Approve/finalize post-activity evaluation
- Finalize/submit content outline or presentations

**When applicable:**

- Finalize/submit pre/post test questions

# 1

### 1 Week Out

- Approve/finalize CME Introduction slides

**When applicable:**

- Join pre-activity call with CME department



### Post-Activity

- Submit activity attendance list
- Send evaluation link to all attendees

**When applicable:**

- Submit final budget (income and revenue)
- Submit reference list of educational material used (For CME/NCPD combined activities only)



## Regularly Scheduled Series CME Organizer Checklist

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### Ongoing

- Submit calendar invite(s)
- Submit Conflict of Interest (COI) forms

**When applicable:**

- Submit Save the Dates, flyers, activity website, or advertising
- Submit questions per presentation for pre/post test questions
- Respond to any COI Resolution requirements



### 1 Week Out

- Approve/finalize content outline or presentations
- Approve/finalize post-activity evaluation

**When applicable:**

- Approve/Finalize pre/post test questions



### Post-Activity

- Submit activity attendance list
- Submit final presentation (*M&Ms only*)
- Send evaluation link to all attendees

**When applicable:**

- Submit final budget: income and revenue
- Submit a reference list of the educational material used (For CME/NCPD combined activities only)