**CME Timetable**

***Before CME application approval:***

|  |  |  |
| --- | --- | --- |
| **Do..** |  | **Don’t..** |
| Send save-the-date   * Preliminary information (i.e., date and location only) * Still needs OCME approval (cme@northwestern.edu) |  | Request industry support or exhibits/advertising |
| Invite speakers |  | Open registration |
| Coordinate disclosure submissions |  | Market or promote activity |
| Submit supporting documents for application:   * Budget * Agenda * Faculty spreadsheet |  |  |
| Arrange general conference logistics (e.g., venue space, catering, A/V) |  |  |

***After CME approval and meeting with your OCME Coordinator:***

* Can request industry support/invite exhibitors
* Can market and promote activity
* Registration can open

Updated April 13, 2023