

Grand Round Coordinator Checklist

Pre-Activity Planning

Verify that speaker and planners complete online disclosure *at least* one week prior to the start of the activity.

Review disclosure and complete roster cover sheet

Was an educational grant received to support this activity? If yes, a LOA is required and the LOA has to go through the Symplr system for approval and signature. A fully executed agreement is required prior to the start of the activity. The Office of CME needs a copy of the fully executed agreement.

Send out flyer/email about upcoming activity. Include the accreditation statement, disclosure & disclosure statement, and designation statement. Copy your CME Coordinator on this email.

Activity Day

Prior to the start of the activity, launch intro powerpoint &/or have printed flyer posted with the following information:

- Date of Activity
- Title of Presentation
- Speaker's Name
- Objectives
- Accreditation statement
- Designation statement
- Disclosure statement
- Disclosure information
- If commercial support was received

Towards the end of the activity, provide the activity code so individuals can register their own attendance.

Post Activity

Send a print copy of the roster cover sheet and checklist to the CME Office within 3 business days of the activity.

Completed by: