PLEASE SEND IMMEDIATELY AFTER ALL ACTIVITIES (within 30 days after the event) in ONE email to RSS Email Dropbox: Online_Evaluations@hscmail.mcc.virginia.edu

Email Template:
-UVA Speaker? Yes or No
-Disclosures attached for: (first and last name of speaker(s) with credentials
-Number of credits/hours of education for this event: (0.5, 1, 1.5 etc-?)
-Name of case conference-please type out the name(s) of the case conference in the body of the email:

No documentation is required prior to a case conference except we recommend sending out an email flyer that includes the speaker(s) or moderators(s) disclosure so a VOD is not required after the conference.

Documentation after each case conference:
- Speaker Disclosure ☐ Either a copy of the online disclosure or form disclosure
- If a NON-UVA speaker please include a CV or biosketch
- Copy of Case Summary (for Case Presentations) or PowerPoint saved 9 slides to a page in .pdf ☐
- Attendance spreadsheet in Excel format unless attendance is done online ☐
- Verification of Disclosure form ☐ Not required if the disclosure included on email.
- Expenses (speaker expenses- honorarium, travel, photocopying, catering) should be listed on the RSS Speaker Conference Expense and External Funding Form ☐ If there are no expenses please say so in the body of the email “There were no expenses associated with this conference”

NOTE: It is the requirement of the Dept/Divisions to keep their sign-in sheets in their own files for attendance verification. Only the attendance Excel spreadsheet is required for attendance records for the CME office.