Continuing Medical Education-UVA
Checklist for Case Conferences
(For your use only—not a required CME office document)
Updated 6-2-2016

PLEASE SEND IMMEDIATELY AFTER ALL ACTIVITIES (within 30 days after the event) in ONE email to: RSS Email Dropbox or Online_Evaluations@hscmail.mcc.virginia.edu and include this template in the body of your email:

Email Template:
UVA Speaker? Yes or No
Number of credits/hours of education for this event: (1-?)
Disclosures attached for: (first and last name of speaker(s) with credentials
Title of Case Conference:

Documentation after each case conference:

- Copy of email flyer containing the disclosures of the speaker(s) and planning committee members.
- Speaker Disclosure
  If a NON-UVA speaker please include a CV or biosketch
- Copy of Case Summary or PowerPoint presentation/handout saved 9 slides to a page in .pdf and minimum size-for publishing online (so it is less than 5 MB)
- Attendance Excel spreadsheet in Excel format unless attendance is done online
- Verification of Disclosure (VOD) form Note: This form is not required if an email flyer was sent before the conference that included the speaker(s) and planning committee’s disclosures.
- Expenses (speaker expenses- honorarium, travel, photocopying, catering) If there were expenses for this conferences they 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.