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)
Specific Topic/Title Presented:

Documentation after each grand rounds:

- 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
- For Grand Rounds/lectures- Copy of PowerPoint presentation/handout saved 9 slides to a page in .pdf and minimum size-for publishing online (so it is less than 5 MB) If you do not have Adobe Professional leave the PowerPoint in its original form. (pptx)
- For Case Conferences- Case Summary or copy of PowerPoint presentation
- 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.