GUIDELINES FOR FLYERS / BROCHURES / ANNOUNCEMENTS
OF CME ACCREDITED ACTIVITIES

The following elements should be included in a flyer, brochure or announcement of a CME accredited activity:

- Organization or department name
- Title, date, time, location
- Overview (brief description)
- Speaker(s), Planners, Activity Director (or link to list)
- Target audience
- Objectives
- Disclosure of planners, speakers, commercial support (grant)
- Accreditation statement
- WebEx link for live stream (if applicable)
- Contact and registration information (including link to online registration)

EXAMPLES

Disclosures and Accreditation Statements should be in the same size font as the text of the flyer or brochure (they can be in a different font) but no smaller than 10 points.

Disclosures (PowerPoint, written or verbal):

<table>
<thead>
<tr>
<th>Nothing to Disclose (No relevant relationships)</th>
<th>Disclosure of relevant financial relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>The planner(s) and speaker(s) disclose they have no relevant financial relationships with commercial interests.</td>
<td>Jane Doe, MD, planner, is a speaker for Merck. John Smith, MD PhD, speaker, is a consultant for Pfizer.</td>
</tr>
<tr>
<td>Jane Doe, MD, planner, has nothing to disclose</td>
<td>John Smith, MD PhD, speaker, is a consultant for Pfizer. Mary Jones, MD, has a research grant from Roche.</td>
</tr>
<tr>
<td>The planner(s) and speaker(s) disclose they have no relevant financial relationships with commercial interests.</td>
<td>Sanofi has provided an educational grant in support of this educational activity.</td>
</tr>
</tbody>
</table>

Accreditation Statements

Direct providership for a live activity*  
**CMU College of Medicine, CMU Health only**

Central Michigan University College of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Central Michigan University College of Medicine designates this live activity for a maximum of 1.0 *AMA PRA Category 1 Credit™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Joint providership accreditation statement for a live activity*

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of Central Michigan University College of Medicine and Name of Your Organization. CMU College of Medicine is accredited by the ACCME to provide continuing medical education for physicians.

Central Michigan University College of Medicine designates this live activity for a maximum of 4.25 *AMA PRA Category 1 Credits™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Italicize *AMA PRA Category 1 Credit(s)™* – **not the™** – as it is a registered trademark of the American Medical Association.

*The American Medical Association (AMA) specifies the following formats as approved for certification: live activity, enduring material, journal-based CME, test item writing, manuscript review, PI CME, Internet point of care (POC) learning, and “other.”

Please feel free to use your own graphics, logo, and fonts for jointly provided CME activities. For directly provided CME activities, please follow CMU College of Medicine brand identities and guidelines available here: med.cmich.edu/brandingtemplates

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