

To meet the requirements of accredited CME activities, the following elements are required for flyers. Where applicable, copy the information directly from your application.

1. **Organization and/or Department Name**
 2. **Title of Activity**
 3. **Date, Time, Location.** For virtual, include the link to join; this can also be a bitly link or QR code.
 4. **Course Description / Brief Overview**
 5. **Speaker(s), Planner(s), Activity Director**
 - a. Include a bio for each speaker
 6. **Educational Objectives**
 7. **Target Audience**
 8. **Disclosure Statement.** Copy the statement below:

The planner(s) and speaker(s) have no relevant financial relationship with ineligible companies to disclose.
If your planners and/or speakers have a financial relationship to disclose, the CME office will assist you in writing the disclosure statement
 9. **Accreditation Statement.** Select the appropriate organization and copy the statement. See special notes below.
 - a. CMU College of Medicine or CMU Medical Education Partners

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

CMU 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.
 - b. All others

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 1.0 *AMA PRA Category 1 Credits*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.
- *Notes about the accreditation statement:
AMA PRA Category 1 Credits[™] is trademarked by the AMA and must be written exactly as presented.
Use the same size font as the text of the flyer, it should be no smaller than 10 point. You may use a different font.
Update the number of credits, if different than 1.0
For Joint Providership: Replace [Name of your Organization] with the name written on the Joint Providership Agreement
10. **Contact Information**
- If applicable:
11. MOC/CC Statement and Logo
 12. Commercial Support Provider Name. No logo, trade name or product message.
 13. Grant Provider's Name and/or Logo
 14. Registration information

Forward a copy to the CME office for approval PRIOR to distribution.