

ESPE 2011 - Working Plan for CME Credits / Accreditation

ESPE is an annual meeting with a new scientific programme for each individual meeting and therefore ESPE apply for accreditation for each meeting as the accreditation is based on the scientific programme. The application process for CME is done by the meeting (responsible for the scientific programme) and thus not the Society itself. ESPE is using an agent specialised within this area. The agent is responsible for applying in time and making sure that all required documents are collected. The agent will be onsite and hand out certificates with the CME credits directly to the delegates. The delegates who get the certificate onsite will present it to their national CME system authority to have them recognized in their own country. This procedure might be different from country to country but the doctors are informed about their own national procedure. In addition, the agent produces / collects an evaluation form according to UEMS/EACCME requirements and produce a report for UEMS/EACCME and ESPE.

The following material is required in order for the ESPE Meeting to offer CME Credits / Accreditation

Invited Speakers and Abstract Submitters

Faculty Disclosure Form

All speakers (invited and free communication) must declare any potential conflict of interest. A mandatory field is available within the online abstract submission form when submitting an abstract. All speakers are also required to include the disclosure statement as slide number two in their presentation. *The result must be kept by the CME facilitator for 5 years. Only the Declaration of Disclosure signed by the Scientific Chairman is submitted to UEMS/EACCME.*

CVs

To be collected from all invited speakers; requested by the Royal College of Physicians and Italian Ministry of Health in order to receive CME credits in the UK and Italy. All invited speakers will be contacted by the agent directly.

Multiple Questions

To be collected from all invited speakers; requested by the Italian Ministry of Health in order to receive CME credits in Italy. All invited speakers will be contacted by the agent directly.

ESPE Scientific Programme Committee

Director's Declaration

Should be submitted 3m ahead of meeting to UEMS/EACCME by the agent. To be signed by the Scientific Chairman.

Declaration of Disclosure

Should be submitted 3m ahead of meeting to UEMS/EACCME by the agent. To be signed by the Scientific Chairman. *Declaring that all speakers participating have disclosed any potential conflicts of interest or support that might cause a bias in their presentation.*

Scientific Programme

Should be submitted 3m ahead of meeting to UEMS/EACCME by the agent. The agent will receive the programme from ESPE.

Aim of the Meeting Learning Objectives Target Audience

Submitted by the Scientific Chairman 3m ahead of meeting.
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ESPE Satellite Symposium Satellite Symposium

The CME accreditation **does not cover** the satellite (company-sponsored) symposia. However the speakers of the satellite symposia will be requested to declare any potential conflict of interest. This to make sure that ESPE is working towards a meeting where ESPE can declare that all speakers participating have disclosed any potential conflicts of interest or support that might cause a bias in their presentation.