



CME Liaison Checklist

Name of Liaison:

Name of Event/Series:

Date(s) of Event/Series:

Before the Event/Series:

	Submitted:
CME Application	
CV/Bio from Presenter(s)	
COI Forms from Presenter(s) & Planner(s)	
Reviewed Educational Content/Slide deck from Presenter(s)	
Flyer/Agenda/Handouts (if applicable)	
Speaker CME Credit Form (if applicable)	

Following Application Approval:

	Received:
CME Disclosure Slides	
CME Code	

Following the Event/Series:

	Submitted:
Attendance Sign-in Sheet(s) with names, credentials, and email addresses	
	Received:
Evaluation Results	
Post-Activity Evaluation Results	