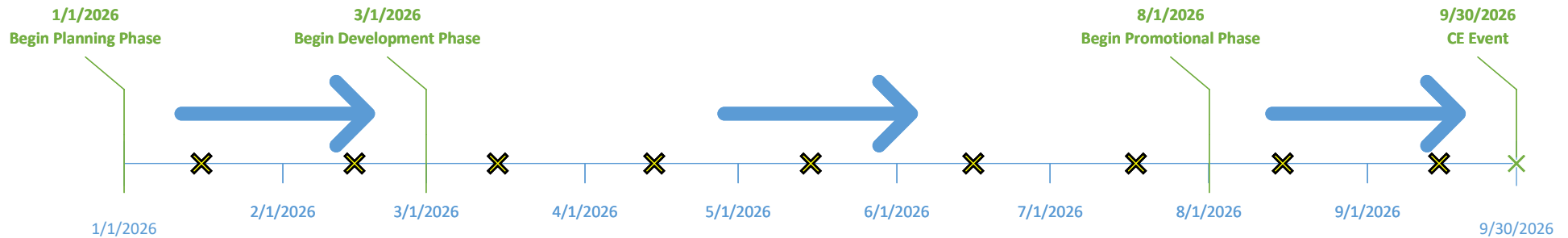


Continuing Education Event Timeline



9 Months

- [9 Months Prior to Event](#)
- Engage with your CE Specialist
- Objectives and Outcomes
- Schedule Planning Sessions

3 Months

- [3 Months Prior to Event](#)
- 'Save the Date' Card
- Marketing Materials / Brochure
- Website
- Social Media
- Marketing Distribution

6 Months

- [6 Months Prior to Event](#)
- CME Application (which includes)
- CVs and Bios
- Speaker Disclosures
- Planning Committee Disclosures
- Proposed Budget
- Draft Agenda
- Joint Providership Agreement Execution
- Event / Venue / Catering
- CME Review and Approval

1-2 Months

- [1-2 Months Prior to Event](#)
- Marketing Distribution
- Event Registration
- Fundraising

Note:



Event Planning and Fundraising should occur throughout all phases of the event timeline. The 'X' indicates planning meetings to occur every 2 weeks throughout all phases of project.