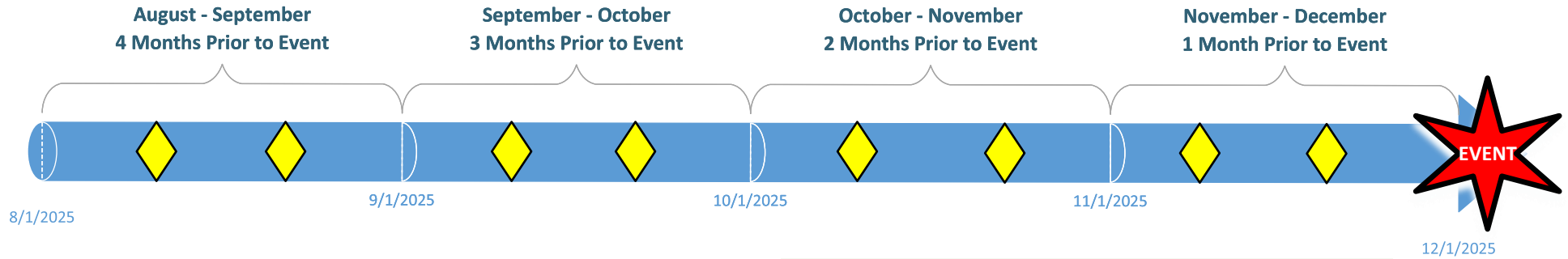


Continuing Education Event Timeline

4-Month Planning Process



4 Months Prior to Event

- CME Application (which includes):
 - CVs and Bios
 - Speaker Disclosures
 - Planning Committee Disclosures
 - Proposed Budget
 - Draft Agenda
 - Joint Providership Agreement Executed
 - Event Venue / Catering
- CME Review and Approval

2 Months Prior to Event

- Marketing Distribution
- Event Registration
- Fundraising


3 Months Prior to Event

- 'Save the Date' Card
- Marketing Materials / Brochure
- Website
- Social Media
- Marketing Distribution

1 Month Prior to Event

- Marketing Distribution
- Event Registration
- Fundraising

Note: Event Planning and Fundraising should occur throughout all phases of the event timeline.

 - Indicates planning meetings to occur every 2 weeks throughout all phases of project.