

**UNIVERSITY OF NEW MEXICO
OFFICE OF CONTINUING
MEDICAL EDUCATION**



ACCME Accreditation

NM Nurse Credit

Meeting Management

Outreach

Grand Rounds



**OFFICE OF
CONTINUING
MEDICAL
EDUCATION**



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Visit our web site at www.hsc.unm.edu/cme

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CONFERENCE SERVICES

The following services are included in the CME Administrative Fees for Meeting Management. All other conference expenses, including actual materials and services, will be paid from conference revenues.

PROGRAM PLANNING

- Assess the continuing education needs of New Mexico Physicians
- Provide consultation on principles of adult learning and educational methods to enhance the educational quality of the program
- Provide marketing data on the most effective methods of program presentation and advertising

MEETING SITE SELECTION

- Bid and contract for meeting facilities and services to meet the needs of your program.

ACCREDITATION

- Provide AMA Category 1 credit for physicians, as well as New Mexico Nursing CE credit. Apply for other professional credit. Prepare certificates and maintain attendance records.

ADVERTISING AND MARKETING

- Develop marketing plan and conference brochure. Advertise in professional journals. Coordinate brochure mailings.
- CME Website

SPEAKERS

- Confirm speakers, coordinate all conference details with speakers including hotel, audiovisual needs, handout materials, expenses and honoraria, and required disclosure statements

COMMERCIAL SUPPORT

- In compliance with ACCME guidelines, coordinate requests to pharmaceutical/medical companies to support the meeting. Prepare acknowledgment of commercial support.

REGISTRATION

- Process all conference registrations and payments by check, credit card, purchase order or UNM Tuition Waivers.

SOCIAL FUNCTIONS

- Plan any social functions to be held in conjunction with the conference.

ON-SITE SUPERVISION OF CONFERENCE

- Coordinate all logistical arrangements at the meeting site (room setups, food, support services).
- Order all audiovisual equipment
- Provide staff for on-site assistance throughout the conference.

EVALUATION

- Evaluate program and provide faculty with written report

ACCOUNTING

- Prepare projected conference budget
- Set up conference account, deposit revenue and pay all expenses.
- Prepare post-conference account summary

TIMELINE

- Conference planning should begin one year in advance. National conference planning should begin even sooner. For local conferences a *minimum* of nine months is ideal.

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Fee Schedule

ACCME Accreditation Fee **\$500**

New Mexico Nurse Accreditation **\$200**

Meeting Management Fees

These fees are for CME staff services. All materials, labels, postage, meeting space, food, etc. will be charged to the conference at cost.

- \$45 for each participant and speaker
- \$25 for each guest participant
- \$40 for each late registration, refund or replacement
- \$55 for each conference exhibitor
- \$150 for each on-line grant application **\$3,000**
- 15% of any conference profit

Joint Sponsorship

New Mexico organizations, National organizations when UNM faculty is Program Chair or officer in the organization

- Minimum Fee **\$3,000**
- National meetings **\$6,000**