

Meeting Planning Timeline	Date Completed
18-12 Months	
Construct a planning committee for the agenda (minimum of 2 people)	
Rough idea of agenda, number of talks, workshops, etc	
Construct a budget	
Determine need for meeting, target audience, and feasibility	
Contact the office of CME with activity idea	
Choose dates for event	
Take into consideration competing events (conferences, annual meetings, etc.)	
Choose event location	
Check for room rental fees and available dates	
Food guarantees(breakfast, break, lunches)	
12-9 Months	
Apply for CME sponsorship and learn sponsorship guidelines and requirements.	
Set agenda and faculty	
Create brochure, save-the-date, or another advertisements and submit to the CME office for review and approval before printing	
Develop registration forms	
Begin Commercial support grant applications	
9-6 Months	
Begin advertising. Email, webpage, community organizations...	
6-3 Months	
Make all speaker arrangements	
Begin designing program agenda/syllabus	
3-1 Months	
Verify OCME receipt of all commercial support documentation.	
Arrange for honorarium checks	
Confirm meeting space and needs	
4-2 Weeks	
Finalize space and food arrangements	
Finalize the syllabus and obtain CME approval of syllabus materials	
After the event	
Finalize budget and money	
Send final documentation to OCME	
Send Thank You letters to faculty, participants, and/or grant supporters	