

Timeline for Joint Sponsorship Activities

Thank you for choosing to partner with the American Academy of Ophthalmology (AAO) for your upcoming educational activity. In order to help you develop a high quality program, we ask that you start the planning process 6-8 months in advance. There are three phases in the joint sponsorship process. Each is outlined below with due dates.

Please visit our award winning [CME Resources](#) page, full of information, including examples of all of the documentation necessary for CME approval. If you have any questions, please contact CME Program Manager, Siân Hillier, shillier@aaopt.org.

Phase I: Application

Due Date (6-8 months in advance): xx/xx/xxxx

- CME mission and competencies
- Policy to monitor and resolve potential Conflict of Interest
- Policy for disclosing financial relationships to learners
- Selection criteria for members of planning committees
- Honoraria and reimbursement policy
- Instructional System Design
- Faculty letter
- Planning committee minutes (including needs assessment review and speaker selection criteria)
- Prepared timelines
- Financial Disclosure collection form
- Draft abstract collection form
- Exhibitor correspondence
- Draft program agenda
- Activity budget
- Commercial support budget
- Practice Gap Analysis (identified areas of improvement and intervention for the target audience)
- Financial disclosure information for activity planners (staff, committee members, authors, etc)

Application Agreement and Invoice

After the initial Application documents are submitted and approved, the CME Program Manager will send a Joint Sponsorship agreement to be signed and an application fee invoice for \$400 to be paid.

Phase II: Planning

Due Date (3 months in advance): xx/xx/xxxx

- Course details
- Draft CME claim form
- Evaluation plan
- Pretest and posttest (if using as an outcome measurement tool as outlined in the evaluation plan)
- Final Program
- Marketing/exhibitor information
- Learning objectives
- Faculty list

The Eye M.D. Association

- Disclosure information for speakers
- COI management documentation
- Letters of Agreement

Phase III: Post Activity

Due Date (60 days post activity): xx/xx/xxxx

- Completed CME claim forms
- Attendee list
- Evaluation summary report
- Final Budget
- Commercial Support reconciliation

After Post Activity documents are received, the Program Manager will send an invoice for the hourly accreditation fee and CME claim form fee. Payment is due within 30 days of receipt.