

**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](http://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**