<u>Sample CE Activity Agenda</u>

All CE Activities require a clear timeline of the Activity for the Continuing Education Office to determine how much Credit an Activity receives. Course Admins will need to provide an overview of the entire Activity, from start to finish, even though only some of the material will be accredited. Please review the sample CE Activity Agenda below:

This Activity would receive 4.5 Credits:
- o   Although the Activity takes place from 7:00am-5:00pm, there are only 4.5 hours of Educational Material.
- o   If the Poster Presentation session was properly managed, the activity would receive 5.5 Credits.

7:00-7:30am	Breakfast o No Credit
7:30-8:00am	Meeting o No Credit
8:00-8:30am	Registration/Sign-In o No Credit
8:30-9:00am	Introduction of Speakers o No Credit
9:00-10:00am	Educational Presentation 1 o 1 Educational Credit Hour
10:00-10:15am	Break o No Credit
10:15-11:15am	Educational Presentation 2 o 1 Educational Credit Hour
11:15-12:00pm	Question & Answer Session o .75 Educational Credit Hours
12:00-1:00pm	Lunch o No Credit

12:30-1:30pm	Exhibitors
	    o No Credit
	    o Exhibitors may not present unless there is a 30min break between the exhibitors presentation and the educational content. ACCME Standard 5
	    o Exhibitors must be in a separate geographical location from where the education content takes place. (They must be in a separate room)

1:00-2:00pm	Poster Presentations
	    o Generally, these sessions do not receive credit because there is no oversight on attendance.
	    o If you would like credit for a poster session, there must be a process for monitoring attendance and education:

	▪ Most Planners will require written attestation from participants that they engaged actively with a number of presenters via a "work sheet". The CE Department can help you plan this portion.
2:00-3:00pm	Educational Presentation 3 　　○　1 Educational Credit Hour
3:00-3:45pm	Question & Answer Session 　　○　.75 Educational Credit Hours
3:45-4:00pm	Break 　　○　No Credit
4:00-4:30pm	Awards Ceremony 　　○　No Credit
4:30-5:00pm	Closing Remarks 　　○　No Credit