CME Activity Suggested Timeline

Meeting Development:

- Allow 4 – 8 weeks to research site and date availability, including site visits, please.
- The longer the meeting, the larger the group, the more detailed the meeting space and exhibitor requirements, and the demand for your preferred time of year (season), the greater the challenge of finding a suitable site at acceptable rates on dates that will work for both the Course Director and fit into the CME Office calendar and staff availability.
- The Course Director and/or Planning Committee may require several weeks to develop the full activity, including deciding upon suitable faculty presenters, extending invitations, and finalizing the full agenda with agenda titles, times, etc.

Promotional Material

- Allow at least 5 weeks for the development, printing and mailing of the promotional material (brochure). (Please remember to allow for significant Holidays that may impact U.S. mail.)
- Plan to have the promotional material to the target audience 16 to 18 weeks prior to the activity start date. More advance notice may be necessary, and desirable, depending on the physician specialty, competition from other national events and CME offerings, if the activity is intended to combine a family vacation with CME education, etc.

Syllabus Material:

- Faculty presenters generally need to be given 8 – 12 weeks to develop and submit their syllabus material.
- Allow 3 weeks for syllabus material to be printed and compiled.

Out of State Activity:

All out-of-state activities must be approved by the Board of Regents of the University of Colorado System. Please allow 3 months for this process; the activity should be approved prior to the printing of any promotional mate