

EXAMPLE

Annual Disclosure Summary

This summary should be used when Annual Disclosure is the disclosure method chosen on the Application for Category 1 CME Credit for a Regularly Scheduled Series.

- This disclosure method is used ONLY for activities whose participants regularly attend and present to one another.
- All disclosure steps and documentation occur at *beginning* of the annual series.

Required documentation for Annual Disclosure

- A copy of the information disclosed to participants (including disclosures of no relevant financial relationships) that was provided or displayed to participants for all Planners and Presenters
- Written attestation, signed and dated, verifying that the disclosure information was provided to all participants
- For every presenter who has a conflict of interest (COI), a copy of the original CME Disclosure Form, with the Resolution section completed in advance of the presentation by the Faculty Planner (or the individual designated in the application for credit).
Note: The CME Disclosure Form is not required to be submitted to OCME&LL when a presenter does not have a COI. Adequate documentation is provided by the copy of disclosure to participants of no relevant financial relationships.

Submit required documentation to Julie ReBeau at juliwils@umich.edu.