

Example of Including Disclosure Information For a CME Session in ADVANCE EMAIL to Participants

The example on the following page can be used to communicate disclosure information for planner(s) and presenter(s) to participants at a regularly scheduled series, such as a grand rounds or journal club.

This email example includes:

- The educational topic for the session
- Target audience (your email distribution list)
- Speaker and Planner disclosure information, including disclosure of no relevant financial relationships
- Accreditation and credit designation statements

You may include any other information that the participant may need in order to attend.

Note: Adding Julie ReBeau (juliwils@umich.edu) to your distribution list automatically fulfills the requirements for attestation that the required disclosure information was shared with potential participants.

Additional documentation required within 30 days of the session:

- Accompanying Presenter Disclosure Form for any person with a conflict of interest, with the Resolution section completed prior to the activity date

Send documentation to: Julie ReBeau at juliwils@umich.edu.

Subject: Grand Rounds, January 9, 2013
Date: Friday, December 14, 2012 1:50:32 PM ET
From: ReBeau, Julie
To: email@umich.edu
CC: Julie Wilson

Please join us for our next Grand Rounds:

John C. Smith, MD, and Peter Jones, MD be the speakers at our next Grand Rounds at noon on Wednesday, January 9, 2013 in the CME Conference Room.

Their presentation will be "Unusual Markers of Cancer Stem Cells."

Dr. Smith has no commercial relationship relevant to this presentation.

Dr. Jones has served as a consultant for Merck.

Dr. Thomas, the faculty planner for this activity, has no commercial relationship relevant to this presentation.

Accreditation and Credit Designation Statement:

The University of Michigan Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The University of Michigan Medical School designates this live activity for a maximum of 1 *AMA PRA Category 1 Credit(s)*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

We look forward to having you in attendance.
John Thomas, MD