EXAMPLE
Invitation Letter
and Schedule

This example includes the statement of objectives and target audience and the credit designation statements in the body of the letter. The schedule is then included as an enclosure. The letter and enclosure meet all ACCME requirements. This example is meant to provide the basis for an invitation letter and schedule that can be customized for any CME activity.

Dear Colleague:

We would like to invite you to the 4th Annual XYZ Lectureship to be held at the Biomedical Sciences Research Building Auditorium on the University of Michigan campus on Friday, June 26, 2009 from 7:30 a.m. to 4:30 p.m. We are very pleased to have Dr. John Smith as our visiting professor this year. In addition, we will have case presentations of our own research and interesting cases.

Dr. Smith is the Chief of Surgery at USA Hospital. He specializes in orthopaedic trauma and adult reconstruction orthopaedics.

The content of this program is targeted for orthopaedic surgeons, residents, and nurses who participate in the care of orthopaedic patients. The objective of the XYZ Lectureship is to increase participants' knowledge about recent developments in treatment and management of difficult injuries.

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 educational activity for a maximum of 6.00 AMA PRA Category 1 Credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Registration materials are enclosed:
- Schedule of Events/Important Information
- Registration Form
- Map and Parking Options

We are honored to have Dr. Smith as our visitor and welcome your participation. Please register early to aid us in our planning. If you have any questions, please contact us at xxx@umich.edu or 734-936-0000.

We look forward to seeing you!

Sincerely,
7:30 a.m. Registration and continental breakfast

8:00 a.m. Welcome and Introduction - John Doe, M.D.

8:15 a.m. **Keynote Lecture**
Title of Presentation - John Smith, M.D.

9:00 a.m. Discussion/Questions

9:15 a.m. Title of Presentation - Name of Presenter, M.D.

10:00 a.m. Discussion/Questions

10:15 a.m. Break

10:45 a.m. Title of Presentation - Name of Presenter, M.D.

11:30 a.m. Discussion/Questions

11:45 a.m. Lunch

1:00 p.m. Title of Presentation - Name of Presenter, M.D.

1:45 p.m. Discussion/Questions

2:00 p.m. Case Presentations

3:00 p.m. Break

3:30 p.m. Title of Presentation - Name of Presenter, M.D.

4:15 p.m. Discussions/Questions

4:30 p.m. Adjourn