

## **Example of an Invitation Letter and Schedule for a CME Activity**

The invitation letter includes the required elements for credit designation:

- Target audience
- Learning objectives
- Accreditation and credit designation statements

An enclosure, sent in conjunction with the invitation letter, includes:

- Title that clearly indicates the content and purpose of the activity
- Date, time, & location of the activity
- Program schedule listing topics, presenters, breaks, etc.

Other helpful information that could also be included:

- Sponsoring organization and unit
- Planning Committee and faculty, and their positions
- Registration information
- Other information relevant to the activity, e.g., driving directions, hotel accommodations, cancellation policy.

This example can be customized for any CME activity.

Dear Colleague:

We would like to invite you to the 4<sup>th</sup> Annual XYZ Lectureship to be held at the Biomedical Sciences Research Building Auditorium on the University of Michigan campus on Friday, June 28, 2013 from 7:30 am to 4:30 pm. 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 Chair of Surgery at USA Hospital. He specializes in orthopaedic trauma and adult reconstruction orthopaedics.

The content of the 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 of recent developments in the treatment and management of difficult injuries, and implementation of newly gained knowledge into clinical practice.

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 6.0 *AMA PRA Category 1 Credits*<sup>™</sup>. Physicians should claim only the 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 questions, please contact us at [xxx@umich.edu](mailto:xxx@umich.edu) or 734-936-0000.

We look forward to seeing you!

Sincerely,

**4<sup>th</sup> Annual XYZ Lectureship  
June 28, 2013**

**Biomedical Sciences Research Building Auditorium  
7:30 am – 4:30 am**

7:30 am	Registration and Continental Breakfast
8:00	Welcome and Introduction – John Doe, MD
8:15	Keynote Lecture Title of Presentation – John Smith, MD
9:00	Discussion/Questions & Answers
9:15	Title of Presentation – Name of Presenter, MD
10:00	Discussion/Questions & Answers
10:15	Break
10:45	Title of Presentation – Name of Presenter, MD
11:30	Discussion/Questions & Answers
11:45	Lunch
1:00 pm	Title of Presentation – Name of Presenter, MD
1:45	Discussion/Questions & Answers
2:00	Case Presentations
3:00	Break
3:30	Title of Presentation – Name of Presenter, MD
4:15	Discussion/Questions & Answers
4:30	Adjourn