

# PLANNING AN IN-PERSON MEETING

INITIATE

1



## PROPOSAL SUBMISSION

AAAAI constituency (e.g., committee, assembly, or task force) submits a proposal.

2



## OVERVIEW WITH ED. TEAM/STAFF LIAISON

Phone or email conversation with AAAAI Education Team to confirm course details, plans and needs.

3



## INITIAL CME APPROVAL

Education team submit the proposal to the Continuing Certification and Professional Education (CCPE) for initial approval. This includes a disclosure review of planning committee.

4



## MEETING DEVELOPMENT & INVITATIONS

Staff liaison & Planning Committee develop the meeting plan (including date, location, etc.), agenda and invite faculty.

5



## REGISTRATION SITE DESIGN (optional)

Education team and staff liaison design and develop registration page for meeting. Planning Committee lead reviews/approves for official launch.

6



## FINAL CME APPROVAL

Activity is sent to CCPE Committee for final CME review. This includes a disclosure review of all moderators and faculty.

7



## LIVE MEETING

Staff liaison and Planning Committee host live meeting activity.

8



## RECORDING (optional)

AAAAI staff liaison coordinates the recording of live presentations.

9



## PUBLICATION

Meeting activity page is published in the AAAAI Continuing Education Center. Includes credit claiming for the live meeting and distribution of the recording if applicable.

10



## OUTCOMES ASSESSMENT

Education team and AAAAI staff liaison can provide evaluation details, as needed.

DEVELOP

COMPLETE