<table>
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<th>Step</th>
<th>Description</th>
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| 1 | PROPOSAL SUBMISSION  
Applicant/AAAAI constituency (e.g., committee, assembly, or task force) submits a proposal |
| 2 | OVERVIEW WITH EDUCATION TEAM  
Phone or email conversation with AAAAI Education Team to confirm course details, plans and needs |
| 3 | 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, moderator(s) and presenter(s). |
| 4 | CONTENT DEVELOPMENT  
Webinar faculty develop content/presentation for the live webinar |
| 5 | MARKETING OF EVENT (optional)  
Staff Liaison works with AAAAI Communications team to publicize the activity with AAAAI Membership |
| 6 | PRE-WEBINAR TECHNICAL MEETING  
Webinar Moderator and Faculty meeting with AAAAI Staff Liaison to troubleshoot any technical issues and answer any questions |
| 7 | LIVE WEBINAR  
Staff Liaison starts live webinar, Moderator introduces topic and presenters, Faculty presents the content and answers questions (facilitated by the Moderator) |
| 8 | RECORDING (optional)  
AAAAI Staff Liaison records live webinar. |
| 9 | PUBLICATION  
Course is built and published in the AAAAI Continuing Education Center. Includes credit claiming for the live webinar and distribution of the webinar recording to if applicable. |
| 10 | OUTCOMES ASSESSMENT  
Education team and AAAAI staff liaison can provide evaluation details, as needed. |