

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