Title: OCME Coordinator

Responsibilities: Communicate with the CME Activity Director the expectations for a successful educational activity including the agenda, commercial support guidelines, marketing, and overall management.

Tasks:

A. Discuss the Certification Request/CME application and overall process with the Activity Director and his/her staff coordinator and facilitate his/her CME application through said process.
B. Discuss and sign CME Financial Agreement.
C. Negotiate and facilitate hotel/venue contract.
D. Initiate postcard/brochure production.
   1. Print and post to website(s) and/or
   2. E-mail blast(s)
E. Price and order mailing lists.
F. Submit formal requests for commercial support.
   1. Obtain Letters of Agreement for educational grants and/or in-kind donations/equipment loans/etc.
   2. Process application forms for exhibitors
G. Process and deposit grant/exhibit payments.
H. Manage exhibitors on-site.
I. Coordinate hotel/venue logistics.
   1. Request PO #'s
   2. Confirm meeting space
   3. Order meals/breaks
   4. Arrange for AV needs
   5. Make faculty sleeping room reservations
   6. Collect and process WFUHS Travel Authorizations and Travel Expense Vouchers
J. Print/post syllabus materials.
K. Register attendees and notify Activity Director weekly of progress.
L. Assemble registration materials for attendees.
   1. Prepare nametags
   2. Print sign-in sheets
M. Staff on-site registration/coordination of meeting.
N. Summarize evaluation and send to Activity Director.
O. Collect income and pay expenses and honoraria.
P. Prepare final profit and loss statement.
   1. Transfer profit to Activity Director’s department/organization, or
   2. Send invoice for amount owed OCME.