



Dear CME RSS Activity Coordinators and Activity Directors,

As we strive to further improve the quality and compliance of our CME RSS activities, please review the following updated guidelines, which are effective immediately:

- **RSS Renewal:** A yearly outcome summary is required for all RSS renewals. Note, your RSS will not be renewed/approved without a completion/submission of the activity outcome summary.
- **Faculty and Disclosures:** All faculty must be added to your activity via the RSS Dashboard, and disclosure forms completed no later than 2 weeks prior to the activity.
- **COI Mitigation:** If a Conflict of Interest (COI) mitigation form is required, it must be completed and submitted to the CME team at least 1 week prior to the activity.
- **Topics Submission:** If applicable, topics must be added to the CloudCME RSS dashboard at least 1 week prior to the activity.
- **CME Activity Presentations:** Activities with presentations, please ensure that presentations or slide decks are uploaded to CloudCME RSS at least 1 week before the activity date. Kindly remember that slide 2 of your presentation should be dedicated to the disclosure information.

These requirements are crucial to ensure our activities comply with ACCME accreditation standards and are completed on schedule. If the CME department does not receive the necessary documents as outlined above, your CME activity will not be eligible for CME credit approval.

Please plan accordingly and reach out if you have any questions or need further clarification.

Thank you for your attention and cooperation.

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