RSS Operations Checklist

As soon as the Speaker is confirmed

Send the speaker the speaker confirmation letter. If speaker is non-NYU – also send a blank copy of the W-9 Form, NYU Winthrop Speaker Disclosure Slide, Travel Expense Form, Internet consent form and Faculty Disclosure form. If the speaker is NYU – only the Speaker Disclosure Slide and Disclosure Form are needed

Make sure the speaker is entered in the Child Session in Cloud CME that coincides with the date of the speaker’s presentation. Once the speaker is added into Cloud CME – assign the speaker the appropriate forms to complete online – such as Disclosure Form and the ability for the speaker to upload their presentation.

One month before the session

Create CME Communication Flyer with all the information needed for that session – including name of RSS program, date and location of session, title of presentation, speaker name and affiliations, target audience, learning objectives, official accreditation statement for AMA and others based on what’s allowed as well as the disclosure information for the speaker, activity director and members of the planning committee based on the disclosures they completed.

Three Weeks before session

If out-of-town speaker is involved – reserve hotel room at Garden City Hotel. Contact [Resgroup@gchotel.com](mailto:Resgroup@gchotel.com) and provide name of speaker and dates of stay. Let them know you will get them a PO# for accounting and for payment.

Two Weeks before the session

Make sure speaker disclosure information is entered into Cloud CME if speaker did not submit it already.

Collect power point presentation from speaker (NYU or Non-NYU Speaker) for content review by Activity Director. Make sure Speaker Disclosure Slide is inserted as the 2nd slide in the presentation

Collect completed internet consent form from speaker (Non-NYU Speaker) if session is to be recorded via Camtasia. If speaker doesn’t want the session recorded – he does not have to complete the form.

Sendthe speaker’s power point presentation as well as conflict of interest resolution form and content review attestation form to activity director for review of commercial bias and content.

Activity Director must complete content review attestation section for all speakers & the COI resolution section for speakers who have financial relationships based on the faculty disclosure form that they completed.

One week before session

Send over power point presentation to Roger Vai in Media Services. Work with Roger or Media Services Representative with regards to making sure that Camtasia will be used for those sessions being recorded. Make sure Media Services has a backup laptop with the slides on it just in case there’s a problem with the primary laptop.

Day of Session

Have sign-in sheets ready for participants

1-7 days after Session

Import your Excel Sign-in Sheet into the Cloud-CME, as demonstrated in the [Attendance-Keeping Skills video](https://youtu.be/7AAAxadnqhI).