

MSD Policy Changes 2023

The Medical Society of Delaware strives to provide the best service for your educational programming needs. In order to provide the best service and meet ACCME requirements, MSD has implemented the following policy changes effective **February 1, 2023**.

CME Application:

- All CME Applications must be received NO LESS than 30 days prior to the start of your education program.
- The following documents MUST BE ON FILE at MSD before Application will be processed:
 - CME Application
 - Joint Sponsorship Form
 - Preliminary Budget Form
 - Financial Disclosure Form – All planners involved in the education session
 - Agenda – Or at least a draft
 - Notification of Grant Funding Requests – Letter of Agreement

CME APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL OF THE ABOVE DOCUMENTS ARE RECEIVED.

Speaker Information:

- All speaker information must be received NO LESS than 5 days prior to the start of your education program to include:
 - Speaker Information Form with Cite Sources
To cite a source means to give credit for the original source of information, an idea, or way of articulating an idea. It is a standardized method of acknowledging resources used in your research.
 - Slide Deck
 - Financial Disclosure Form
 - CV or Bio

IMPORTANT NOTES:

- Applications received less than 30 days prior to the start of your education session will incur a \$100 expediting fee.
- If a last minute speaker replacement is needed, all speaker forms must be received no later than 24 hours prior to the start of your education session.
Given the limited timeframe, MSD staff will do our best to process your documents however, we cannot guarantee approval.