

Joint Sponsor Timeline (Dates proved are minimum requirements: Joint Sponsors should develop individual production timelines and should meet or precede these deadlines.)

DATE	MILESTONE
12 months out	ASPS emails Joint Sponsor (JS) with application attached. JS must reply that they have received the email and application within 5 business days. ASPS will send one reminder on the sixth business day and give JS an additional 4 business days. President, President-elect, and administrator receive this email, if we have all three contacts on file. Completed application is due and ASPS provides contract. Within two weeks of receipt of completed contract, JS must arrange a conference call with ASPS staff, JS planners, JS Program Cmte Chair.
11 months out	JS provides a full list of board members, staff (to include job titles or brief job descriptions), and meeting program committee. JS to provide meeting budget. If applicable: JS to provide draft of Exhibitor Prospectus and/or Support Brochure (commonly known as “Sponsorship” Brochure).
10 months out	JS distributes and collects financial disclosure/conflict of interest information from board members, planning committee members, and all staff that have input into the educational program (Executive Director/CEO, administrative support, etc.). JS can also begin to collect financial disclosure/conflict of interest information from confirmed faculty: all faculty, moderators, etc. must complete a disclosure form. All completed disclosures are due no later than 8 weeks before meeting. JS to provide summary of need: identification of professional practice gap(s) of learners on which the activity is based.
12 weeks out	JS provides draft text for Preliminary Program/Registration Brochure to include all invited faculty, program planners, names of companies providing advertising revenue and/or commercial support. ASPS staff and CME Committee will have a minimum of 4 business days to review and will need to approve a final draft before printed or posted electronically. At this time, ASPS will calculate number of CME credits and invoice JS.
9 weeks out	JS provides final version of Preliminary Program/Registration Brochure – 3 copies.
8 weeks out	JS provides draft text for Final Program to include all confirmed faculty, program planners, names of companies providing advertising revenue and/or commercial support. ASPS staff and CME Committee will have a minimum of 6 business days to review and will need to approve a final draft before printed or posted electronically. All completed financial disclosures are due and resolution is begun.
3 weeks out	Draft Credit Claim Form and Evaluation Form due.
2 weeks out	Resolution of conflicts of interest must be completed and evidence of same provided. Final planning/review call for ASPS staff and JS.
3 weeks post-meeting	Final attendance numbers due from JS: include “no-shows” separately. JS provides Final Program and onsite handouts: 3 copies of each for ACCME activity file. Final financial reconciliation due from JS.
10 weeks post-meeting	Immediate post-meeting evaluation summary due from JS.
3 months post-meeting	JS to distribute follow up evaluation.
5 months post-meeting	Follow up evaluation summary due from JS.

Failure to abide by the timeline above or make alternate arrangements with ASPS in advance of due dates will result in dissolution of agreement.