

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

DATE	MILESTONE
<b>11 months out</b>	ASPS emails Joint Provider (JP) with application attached. President, President-elect, and administrator receive this email, if we have all three contacts on file.
<b>10 months out</b>	<p>Completed application is due and ASPS provides contract. Within two weeks of receipt of completed contract, JP must arrange a conference call with ASPS staff, JP planners, JP Program Cmte Chair.</p> <p>JP provides a full list of board members, staff (to include job titles or brief job descriptions), and meeting program committee.</p> <p>JP to provide meeting budget.</p> <p>If applicable: JP to provide <b>draft</b> of Exhibitor Prospectus and/or Support Brochure (commonly known as “Sponsorship” Brochure).</p>
<b>9 months out</b>	<p>JP to provide summary of need: identification of professional practice gap(s) of learners on which the activity is based.</p> <p>JP provides file of all program planners, faculty, authors and staff which disclosure must be collected for, for input into ASPS’ Disclosure Collection System.</p>
<b>6 months out</b>	JP distributes and collects financial disclosure/conflict of interest information through ASPS’ Disclosure Collection System of all board members, planning committee members, and all staff that have input into the educational program (Executive Director/CEO, administrative support, etc.).
<b>4 months out</b>	<p>JP can also begin to collect financial disclosure/conflict of interest information from confirmed faculty: all faculty, moderators, etc. must complete a disclosure form.</p> <p>All completed disclosures are due no later than <b>8 weeks</b> before meeting.</p>
<b>12 weeks out</b>	JP 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 JP.
<b>9 weeks out</b>	JP provides final version of Preliminary Program/Registration Brochure – 3 copies.
<b>8 weeks out</b>	<p>JP 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.</p> <p>All completed financial disclosures are due and resolution is begun.</p> <p>JP provides draft of Evaluation Form.</p> <p>ASPS provides Credit Claim Form.</p>
<b>3 weeks out</b>	ASPS provides Physician and non-physician letters of attendance provided.
<b>2 weeks out</b>	Resolution of conflicts of interest must be completed and evidence of same provided.
<b>4 weeks post-meeting</b>	<p>Final planning/review call for ASPS staff and JP.</p> <p>Final attendance numbers due from JP: include “no-shows” separately.</p> <p>JP provides Final Program and onsite handouts: 3 copies of each for ACCME activity file.</p>
<b>10 weeks post-meeting</b>	Immediate post-meeting evaluation summary due from JP.
<b>3 months post-meeting</b>	<p>Final financial reconciliation due from JP.</p> <p>JP to distribute follow up evaluation.</p>
<b>5 months post-meeting</b>	Follow up evaluation summary due from JP.

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