

American Society of Plastic Surgeons Joint Providership Timeline Requirements

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

DATE	MILESTONE
10 months out	- Completed Application for Joint Providership of a CME Activity is due. Within two weeks of receipt of completed contract, JP must arrange with ASPS staff and provide: - Submits non-refundable \$500 application fee (<i>applies to admin fee if approved – See ASPS Joint Providership Planning and Fee Structure</i>). - Full list of board members, staff and meeting program committee. - Meeting budget. <i>If applicable:</i> Draft of Exhibitor Prospectus and/or Support Brochure (commonly known as “Sponsorship” Brochure). - ASPS and JP discuss the <i>ASPS Joint Providership Planning and Fee Structure</i>. Individual JP needs are reviewed with preliminary fee structure established. NOTE: Any additional optional-add ons, grant management, survey reporting enhancements, faculty surcharge will be assessed accordingly.
6 months out	- JP provides list for input into ASPS Disclosure Collection System of all (<i>proposed and accepted, if available</i>) persons involved in education content (<i>i.e. program planners, faculty, moderators, authors/co-authors and staff</i>) which disclosure must be collected, reviewed and mitigated. - If JP seeks Educational Grant Management (<i>See ASPS Joint Providership Planning and Fee Structure</i>), must contact ASPS. ASPS will submit grant submittals for the CME activity. JP will work with ASPS Grant Manager for all requests and required documentation during the grant process.
6 months out	If application is submitted after this point, a \$1,000 late submission fee applies.
4 months out	- JP provides draft text for Preliminary Program agenda, session descriptions/learning objectives (<i>correlate to appropriate faculty, moderator, abstract authors/co-abstract authors</i>) - Registration Brochure to include all invited faculty, program planners, names of companies providing advertising revenue and/or commercial support. - ASPS 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 provide the required accreditation statements. - ASPS reviews disclosures and begins mitigation review process. - Any requests for Optional Add-Ons, such as an ASPS Promotional Support email must be submitted at this time. (<i>See ASPS Joint Providership Planning and Fee Structure</i>)
8 weeks out	- 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 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 mitigation resolution has begun.
4 weeks out	JP provides ASPS with current list of registrants for the educational event. This list is utilized to develop the CME survey evaluation site.

3 weeks out	ASPS provides CME Survey evaluation instructions to JP. JP will be responsible to send out notification to educational event attendees either last day of meeting or 1-day post event. The CME Survey includes certificate.
2 weeks out	Resolution of conflicts of interest must be completed and evidence of requests for compliance (i.e. copy of session material). All disclosures must be mitigated. No content may be created or presented by individuals with unmitigated financial relationships.
1 week out	JP provides ASPS with list of registrants for the educational event since last submittal (3 weeks prior). This list is utilized to develop the CME survey evaluation site. ASPS provides JP with invoice for total <i>ASPS Joint Providership Planning and Fee Structure</i> . Due 30 days post event.
Event Day	Educational activity occurs.
1st Business Day following Event	JP provides ASPS Final Registrant List that includes those from 1 week prior to event onsite registration. This list is utilized to develop the CME survey evaluation site.
4 weeks post-meeting	1. ASPS provides JP with post-meeting evaluation summary. 2. JP pays ASPS the invoice for <i>ASPS Joint Providership Planning and Fee Structure</i>.
12 weeks post-meeting	ASPS provides 90-day Outcome Survey evaluation instructions to JP. JP will be responsible to send out notification to educational event attendees.
16 weeks post-meeting	ASPS provides JP with 90-day Outcome Survey evaluation.

Section V: Terms and Disclaimers

ASPS is committed to ensuring all jointly provided CME activities meet the highest standards of educational integrity and regulatory compliance.

Non-Compliance or Delays

Failure by the Joint Provider to adhere to planning timelines, submit required materials (including COI disclosures), or respond to ASPS communications in a timely manner may result in:

- Delays in the accreditation process
- Withholding of CME certification
- Invalidation of jointly provided status for the activity
- Termination of the Joint Providership agreement at ASPS's discretion

Right of Termination

ASPS reserves the right to withdraw from a Joint Providership agreement at any stage if, in its judgment, the Joint Provider:

- Non-compliant with ACCME requirements
- Disclosures are incomplete or mitigation is not performed
- The joint provider does not meet planning or reporting deadlines
- Promotional or content materials violate compliance standards
- ASPS communications are not responded to in a timely and substantive manner and/or unresponsive to ASPS compliance needs