

Recommended Conference Application



AAEM
AMERICAN ACADEMY OF
EMERGENCY MEDICINE
CHAMPION OF THE EMERGENCY PHYSICIAN

AAEM Activity Application Instructions

All recommended conference applications should be submitted no less than **three** months in advance of the activity.

1. Recommended activities are planned and developed completely by a separate educational partner who also provides the CME credit, but the educational content is in line with AAEM's CME mission.
2. Your activity should be in the earliest stages of development at the time of application. You will be asked to describe the overall purpose, target audience and methods of instruction of your activity on this application.
3. Once the application is received, it is sent to the ACCME Subcommittee for approval. Please note that AAEM will not forward requests for recommended conferences if they fall within one month prior to or following AAEM conferences or meetings. You will receive written notification from AAEM stating whether your application for the recommended conference has been accepted or rejected.
4. The Recommended Conference application fee is equal to one full course registration for the applicant's conference. Please send the application fee along with your initial application.
5. Once the program is approved and the payment received, the promotion of the recommended program can begin. The recommended program must:
 - Place the AAEM logo and website link on the home page of the conference/course website and/or brochure.
 - The FAAEM designation is to be listed for all faculty and organizers of the conference or course who are AAEM members.
 - Any registration discounts be provided to host/organizing institution's members be offered to AAEM members.
 - Follow AAEM Recommended Guidelines (attachment A) and return signed Recommended Conference Attestation (attachment B).
5. Questions? Contact AAEM CME and Education Manager, Rebecca Sommer by telephone at (800) 884-2236, by fax at (414) 276-3349, or by email, at rsommer@aaem.org.

ACTIVITY APPLICATION

Your application will be reviewed by the AAEM ACCME Subcommittee. Please allow for up to four weeks for review and official written notification from AAEM stating whether your application for the recommended conference has been accepted.

Application Instructions: Please complete all information and attached forms as outlined below. Applications submitted with incomplete or missing information will not be reviewed by the ACCME Subcommittee until all materials are received. Supplementary materials may be attached. Please be sure to type or print neatly. An electronic version of this application is available from the AAEM CME and Education Manager at rsommer@aaem.org.

Date of Application:

Person Submitting Application: _____ Title: _____
(Please note: Written notification from AAEM will be sent to the individual listed on this application.)

Organization:

Address:

City/State/Zip:

Phone:

Fax:

Email:

Title of Activity:

Date(s) of Activity:

Location of Activity (City, State and Zip):

Target Audience:

Expected Attendance:

Overall Purpose Statement of Activity:

Program Website Address:

Expected Program Sponsors:

Recommended Conference and Course Guidelines

American Academy of Emergency Medicine
800 884-2236 / info@aaem.org / www.aaem.org

AAEM will use the following guidelines when considering recommendation of outside conferences and courses related to the specialized practice of emergency medicine. Please contact AAEM office with any questions.

- AAEM will not recommend or support a program that has content or sponsors that are judged not in keeping with the mission and principles of AAEM.
- AAEM will not recommend or support a program that competes with its own existing or planned CME events in terms of time or location.
- AAEM will not forward requests for recommended conferences if they fall within **one month** prior to or following AAEM conferences or meetings.
- AAEM will not incur any financial liability for recommended or supported programs.
- AAEM will not incur any financial liability for co-sponsored programs unless previously stipulated in writing.
- AAEM will not recommend or support a program that does not adhere to current AMA / ACCME sponsorship guidelines.
- For national programs (i.e., those held in the United States), the ACCME Subcommittee will consider recommendation only if:
 - 1) the program director is a full voting member of AAEM or
 - 2) the program is being organized by a recognized Academic Institution or Society, and at least one of the directors is a member of AAEM.
- For international programs (i.e., those held outside of the United States), the ACCME Subcommittee will consider submissions for recommendation only, on an individual basis.
- In order to verify the above criteria, the following documents may be requested:
 - Advertising brochure
 - Disclosure forms from presenters
 - Program evaluations by attendees



Recommended Conference and Course Attestation

American Academy of Emergency Medicine
800 884-2236 / info@aaem.org / www.aaem.org

The American Academy of Emergency Medicine will not recommend or support a program that has content or sponsors that are judged not in keeping with the mission and principles of AAEM.

I hereby attest that the sponsoring organization of the program requesting recommendation provides a democratic and equitable work environment, including provisions for the due process and the absence of restrictive covenants for emergency medicine physicians in its organization. The organization does not restrict potential employment for board-certified emergency medicine physicians based upon a requirement of emergency medicine residency training.

Signature_____

Date_____