



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Office of Continuing Medical Education

Paul L. Foster School of Medicine

CME Operating Policy and Procedure

OP: CME Exhibitors and Sponsorships Policy

PURPOSE: The purpose of this policy is to provide guidance to Activity Directors, planning committee members, and CME staff on exhibitors and non-commercial interest sponsors.

REVIEW: This policy will be reviewed on September 1st of each odd-numbered year by the Senior Director for Continuing Medical Education. If a revision to the policy is recommended, the CME Committee will review and approve changes.

POLICY/PROCEDURE:

1. **Policy.** Exhibitors and Non-Commercial Interest Sponsors of a CME activity must provide either an exhibit booth form or non-commercial interest sponsoring agreement form.
2. **Procedures.**
 - a) Activity Director and planning committee determines if Office of CME will handle Exhibitor and sponsorship procedures for the CME activity.
 - b) If the committee decides to handle Exhibitors and Sponsors on their own they must agree and sign an internal addendum to the initial Letter of Agreement. This addendum, lists steps for soliciting, procuring, and processing funds received; as well as outlines that the Office of CME must review and approve all documentation a week prior to scheduled event. One month after activity the Activity Director shall provide a final accounting of all income and expenses, including expenditures of funds from commercial interests. (See Attachment A)
 - c) If the Office of CME oversees Exhibitor Solicitation and Sponsorship endeavors the CME project coordinator shall document the terms, conditions, and purposes of the sponsorship, or obtain an exhibit booth form. At the conclusion of the educational activity, the project coordinator shall develop a final accounting of all exhibitor or sponsorship income. (See Attachment B)
 - d) CME Office or Educational Partner will assure that the proper document is signed prior to the activity.