

Thank you for moderating the ACTIVITY NAME Grand Rounds. Below please find guidelines that are from the Accreditation Council for Continuing Medical Education and the OU College of Medicine, Office of Continuing Professional Development, the entity providing the *AMA PRA Category 1 Credit™* for this conference.

As an accredited provider, the University of Oklahoma College of Medicine, Office of Continuing Professional Development, requires all moderators to be aware of their roles and responsibilities. Your role is very important to the goal of an unbiased educational activity, and we appreciate your time and attention to our requirements. Please read the following instructions. **You must complete all items in red font.**

**At the Beginning of the Activity:**

1. Introduce yourself to the attendees and give your verbal disclosure.
2. Remind participants that in order to receive *AMA PRA Category 1 Credit™*, they must record their attendance and complete the online evaluation.

**Throughout the Activity and During Each Session:**

1. As the moderator, one of your responsibilities is to ensure balance and eliminate bias during the session.
  - a. If an attendee promotes a product, device, or drug, stop the conversation/discussion and announce that promotion is not allowed within an accredited CME activity.
  - b. If a speaker presents a bias toward any product, device, or drug during his or her presentation, the moderator should defuse that bias with other options of products, devices, or drugs.**
2. The session must go through the entire allotted time. If there is time at the end of the last presentation, you can ask if there are any more questions. If there are not, you, as the moderator, must have questions or a case study prepared to engage the speakers and attendees to fulfill the allotted time
3. If the session concludes with 10 minutes or more remaining, please inform the CPD office.

**At the End of the Activity/Conference/Meeting:**

Please give a final reminder that all attendees must record their attendance using the code provided during the session.

“Please remember to record your attendance. To record your attendance, you must text-in using your cell phone code, XXXXX to the CloudCME phone number (405) 562-5828 which will be open for another 45 minutes.”

**Please announce that the evaluation is open**

“The evaluation is open and available after you record your attendance. The evaluation is available in your CloudCME account and on the Phone App.”

Thank you again for helping the University of Oklahoma College of Medicine maintain its Accreditation Council for Continuing Medical Education’s accreditation with commendation status.