

Dear NAME;

Thank you for agreeing to serve as a planning committee member, content reviewer and/or moderator for the ACTIVITY NAME. As part of the continuing medical education (CME) application process, all planning committee members/moderators must complete a disclosure form and provide a curriculum vitae before the application can be approved for credit.

You will be receiving an email from OUHSC CME with log in instructions to CloudCME and a list of documents that must be submitted or completed.

Thank you again for your assistance. Time is of the essence; please complete the documents by **DAY,DATE**. The CME application will not be approved until all planners have completed the required documents.

Sincerely,

YOUR NAME AND CONTACT INFORMATION