



## PROCESS FOR ORGANIZING A CLINICAL CONUNDRUMS SESSION

**REP website:**

<http://clinicalconundrums.ca>

You will find all documents related to the implementation of the Clinical Conundrums program

**Speaker website:**

[www.speaker.clinicalconundrums.ca](http://www.speaker.clinicalconundrums.ca)

Clinical Conundrums 2020: Practical Strategies for Atrial Fibrillation in Real World Practice program consists of a core didactic deck and 10 case-based modules. Each module includes interactive Q&A.

- Please note that all approved physicians have been invited to participate as potential speakers and asked to register for their individual “Speaker Resource Portals”
- As the first step, the physicians are asked to complete and upload the applicable COI form and complete the Payee Form.
- The physician organization transfers the information from the COI form to the disclosure slides. The physician can then easily download their disclosure slides and easily insert them prior to their presentation
- The physician selected as a speaker in the “New Event Registration Form” receives an email once the form is submitted. The form includes all the pertinent event details, lists any outstanding items for the physician to complete and asks for a confirmation of availability
- The program materials / slides become accessible once the physician accepts and invitation and confirms a date for at least one regional event
- Instructions for downloading the appropriate presentation modules as well as disclosure slides are provided in the resource centre
- All upcoming events for which the physician is confirmed as a speaker as well as the event details-at-a-glance are listed under the “MY SESSIONS” header

## Four to Six Weeks Prior to Event Date:

1. **Speaker:** Approach the **approved** speaker and identify a convenient date, time and location for the regional event. Review the modules /materials that will be presented.<sup>1</sup> Advise the speaker that a formal invitation will follow from the physician organization.
2. **Venue:** Contact the venue / catering company to hold the selected date / time and advise them that the physician organization will be in touch with the payment processing instructions. Hold the date under the applicable program name.
3. Submit the “**New Event Request Form**” in the applicable program portal. **PLEASE NOTE THAT THE EVENT DATE MUST BE A MINIMUM OF 4 WEEKS FROM THE DATE YOU SUBMIT THE REQUEST.**
4. Visit your dashboard to monitor the event request status. If any changes are applicable, please ensure you complete your action items promptly.
5. **Dashboard Event Status: Active – Regional Ethics Review Pending:** Confirms that the speaker has confirmed availability and that the physician organization has submitted the event to the regional CFPC chapter for review,
  - Download the Invitation Template (National), save it to your desktop and enter the pertinent event details<sup>2</sup>
  - **Initiate recruitment**
  - **Initiate logistics support (menu, catering, AV)**
6. **Dashboard Event Status: Active – Regional Ethics Approved:** Confirms that the event has received regional ethics approval.
  - Download the Invitation Template (Regional), save it to your desktop and enter the pertinent event details<sup>3</sup>
  - **Continue recruitment utilizing the regional invitation template**

## One Week Prior to the Event Date:

1. **Program Materials:** Download the program materials, save them to your desktop, enter the pertinent event details and print the documents for on-site distribution<sup>4</sup>
2. Remind the event speaker to download the program slides and their COI slides through their Speaker Resource Portal
3. Finalize any outstanding logistics items

## Post Event:

1. **Submit the completed Program Materials:** Submit the completed program materials (evaluation forms & sign in sheet) within 5 business days after the event date<sup>5</sup>
2. **Honoraria and 3<sup>rd</sup> Party Payments:** Once the required documents are submitted, the Physician Organization will issue the honoraria and other applicable payments for the completed event