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| --- | --- | --- | --- |
| **Project Name (internal)** | prIME Rounds CML | **Project Code** | TBD |
| **Project Manager** | Meg Quick | **Clinical Program Manager** | Nathan Kelly |
| **Compliance** | Briana Devaser | **Editor** | Christi Gray |

Please add your content to the form below and remove any content that is irrelevant to your activity. If something gets updated, please update this document.

**\*\*\*DO NOT LIST “SEE ATTACHED DOCUMENT”.**

**This is the only copy document that should be sent to Design.\*\*\***

**Items highlighted in YELLOW should be completed by the Clinical Team**

**Items highlighted in TEAL should be determined at the Kickoff Meeting**

1. **[Title]**

prIME Rounds: The Evolving Landscape of CML Management

Webinar in The Evolving Landscape of CML Management

1. **[Activity Overview]**

We are pleased to invite you to participate in one of three live interactive prIME Rounds webinars focusing on contemporary practices in the management of patients with chronic myeloid leukemia (CML). You can access this live webinar through your desktop. Register now for one of the following available dates at www.prIMEoncology.org/2014prIMEroundsCML

1. **[Confirmed Dates/Locations/Time/Faculty]   
   [DATE AND WEBINAR INFORMATION]**

|  |  |  |
| --- | --- | --- |
| **Date/Time** | **Event Details** | **Faculty** |
| November 12, 2014  12:00pm EST  9:00am PST |  | Philipp le Coutre, MD  Charité-University Medicine Berlin  Berlin, Germany |

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| **Date/Time** | **Event Details** | **Faculty** |
| November 13, 2014  12:00pm EST  9:00am PST |  | Philipp le Coutre, MD  Charité-University Medicine Berlin  Berlin, Germany |

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| **Date/Time** | **Event Details** | **Faculty** |
| November 13, 2014  3:00pm EST  12:00pm PST |  | Philipp le Coutre, MD  Charité-University Medicine Berlin  Berlin, Germany |

1. **[Target Audience]**

This educational activity is specifically designed for specifically designed to meet the needs of hematologists, medical oncologists, and other healthcare professionals involved in the treatment of patients with CML.

1. **[Learning Objectives]**

After completion of this educational activity, participants should be able to:

* Evaluate therapeutic options for the individualized management of patients with CML, including considerations for therapy selection
* Evaluate the influence of adverse events and response monitoring with regard to treatment decision making practices for patients with CML
* Identify barriers to treatment success in patients with CML

1. **[Agenda]**

1. **[Provider Statement]**

This activity is provided by prIME Oncology. [INCLUDE PRIME LOGO]

1. **[Continuing Education Statement]**

prIME Oncology is accredited by the Accreditation Council for Continuing Medical Education (ACCME®) to provide continuing medical education for physicians.

prIME Oncology designates this enduring activity for a maximum of *1 AMA PRA Category 1 Credits™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

*Please contact The Royal College Services Center at 1-800-461-9598 or at cpd@royalcollege.ca for instructions for reporting this activity in the MAINPORT*

1. **[Support Statement]**

This educational activity is supported by an educational grant from Bristol-Myers Squibb. [INCLUDE SANOFI LOGO]

1. **[Registration/Fee Information]**

There is no fee to participate in this activity. Preregistration is required.

1. **[Disclosures---can be in much smaller font if necessary]**

**Flyer/Invitation PDF**

Disclosure of Relevant Financial Relationships

prIME Oncology assesses relevant financial relationships with its instructors, planners, managers, and other individuals who are in a position to control the content of CME activities. Any potential conflicts of interest that are identified are thoroughly vetted by prIME Oncology for fairness, balance, and scientific objectivity of data, as well as patient care recommendations. prIME Oncology is committed to providing its learners with high-quality CME activities and related materials that promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial entity.

Disclosure Regarding Unlabeled Use

This activity may contain discussion of published and/or investigational uses of agents that are not indicated by the US Food and Drug Administration or European Medicines Agency. Please refer to the official prescribing information for each product discussed for discussions of approved indications, contraindications, and warnings.

Disclaimer

Participants have an implied responsibility to use the newly acquired information to enhance patient outcomes and their own professional development. The information presented in this activity is not meant to serve as a guideline for patient management. Any procedures, medications, or other courses of diagnosis or treatment discussed or suggested in this activity should not be used by clinicians without evaluation of their patients’ conditions and possible contraindications or dangers in use, review of any applicable manufacturer’s product information, and comparison with recommendations of other authorities.

1. **Faculty Disclosure statements**

**Faculty Disclosures**

The faculty reported the following financial relationships or relationships to products or devices they or their spouses/life partners have with commercial interest related to the content of this activity:

Dr le Coutre

The employees of prIME Oncology have disclosed:

The employees of prIME Oncology have disclosed:

•Nathan Kelly, PhD (medical director content reviewer/planner) – Ownership interest - Array BioPharma

•Trudy Stoddert, ELS (editorial content reviewer) – no relevant financial relationships

1. **[URL(s) for each location]**

|  |  |  |
| --- | --- | --- |
|  | **URL** | **Event ID in CRM** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

1. **[Subject Line for Email Blast]**
2. **[Email Blast Copy]**

Title

Date/Time

Location

Faculty

Agenda

Continuing Education Statement

Credit Designation Statement

Disclosures

Provider

Support  
Registration Website

1. **[Fee Statement/Registration Website]**

There is no fee to attend this activity.

**18. [Event Call In Details]**

**19. [System Requirements]**

**Event Details**

|  |  |
| --- | --- |
| **Field** | **Description** |
| Title | prIME Rounds: The Evolving Landscape of CML Management |
| Short event description | prIME Rounds |
| Date | November XX, 2014 |
| Time | TBD |
| Timezone (EST, CET?) | EST |
| Duration (h:mm) | TBD |
| How many minutes before the session starts, can participants join? | 10 minutes |
| Date + time 1st reminder | November XX, 2014 |
| Date + time 2nd reminder | November XX, 2014 |
| How long before the beginning of the event should the reminder be sent | 10,15,20,30,40,45, or 50 minutes |
| Display global dial in numbers? | Yes |
| # panelists | 2 or 3 |
| Panelist 1 | Title  Initials  Last Name  Profession/function  Institution |
| Panelist 2 | Title  Initials  Last Name  Profession/function  Institution |
| Panelist 3 | Title  Initials  Last Name  Profession/function  Institution |

**Registration Page**

Please enter whether these fields are to be displayed on the registration form, and whether they are mandatory.

|  |  |  |
| --- | --- | --- |
| **Default Fields** | **Display on form? (Y/N)** | **Mandatory (Y/N)** |
| First name | Y | Y |
| Last name | Y | Y |
| Address 1 | Y | Y |
| Address 2 | Y | N |
| City | Y | Y |
| State/province | Y | Y |
| ZIP/postal code | Y | Y |
| Country/region | Y | Y |
| Email address | Y | Y |
| Phone number | Y | N |
| Company | Y | Y |
| Title |  |  |
| Number of employees |  |  |
| Would you like to receive information about future seminars? |  |  |

Please enter which additional info is to be included on the registration page

Please enter additionally required info for registration here:

|  |  |  |
| --- | --- | --- |
| **Additional Field/question** | **Display on form? (Y/N)** | **Mandatory (Y/N)** |
| Degree | Y | Y |
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**Registration Approval e-mail**

Please modify the text of the e-mail. Please do not change or delete the texts between “%”. So for example %Topic%.



Dear %AttendeeName%,  
  
Your registration for *prIME Rounds:* *The Evolving Landscape of CML Management* was approved. You are now registered as a participant. You will receive a reminder shortly before the event starts, but we kindly request that you join the event at least 10 minutes before the scheduled starting time so you won't miss anything.

You can add this event to your calendar by clicking the attached file. Clicking the link will generate an appointment in your default calendar program (Outlook, etc).   
  
Topic: prIME Rounds: The Evolving Landscape of CML Management  
Host: prIME Oncology  
%MeetingTimeInformation%  
Event number: %MeetingNumber%  
Registration ID: %EnrollmentID%  
Event password: %EventPassword%  
  
-------------------------------------------------------  
To join the online event   
-------------------------------------------------------  
Click here to join the online event or copy and paste the following link to a browser:   
%JoinURLStr%  
  
To view in other time zones or languages, please click the link:  
%MeetingInfoURLInOtherTimezone%  
%TeleconferenceDesc%%TeleconferenceInfoNN%  
  
-------------------------------------------------------  
For assistance  
-------------------------------------------------------  
If you need any assistance, contact us at:  
%HostEmail%  
  
We look forward to welcoming you to this event.

Best regards,  
The prIME Rounds team



=============================================================

Please modify the text of the e-mail. Please do not change or delete the texts between “%”. So for example %Topic%.

**Registration Rejection e-mail**



Dear %AttendeeName%,  
  
Your registration request for the following Web seminar was denied.  
  
Topic: prIME Rounds: The Evolving Landscape of CML Management  
Host: %HostName%  
%MeetingTimeInformation%  
  
If you have any questions or concerns, please send a message to %HostEmail%

Best regards,

The prIME Rounds team  
  


**1st Reminder e-mail**

Please modify the text of the e-mail. Please do not change or delete the texts between “%”. So for example %Topic%.



Dear %AttendeeName%,  
  
This is a friendly reminder that you are registered for the following upcoming prIME Oncology Web event, which takes place on %MeetingDate%. We kindly request that you join the event at least 10 minutes before the scheduled starting time so you won't miss anything.

You can add this event to your calendar by clicking the attached file. Clicking the link will generate an appointment in your default calendar program (Outlook, etc).

Topic: prIME Rounds: The Evolving Landscape of CML Management

Host: %HostName%  
%MeetingTimeInformation%  
Event number: %MeetingNumber%  
Event password: %EventPassword%  
Registration ID: %EnrollmentID%   
  
-------------------------------------------------------  
To join the online event  
-------------------------------------------------------  
1. Click here to join the online event  
or copy and paste the following link to a browser:   
%JoinURLStr%  
2. Click "Join Now"  
  
To view in other time zones or languages, please click the link:  
%MeetingInfoURLInOtherTimezone%  
%TeleconferenceDesc%%TeleconferenceInfoNN%  
  
-------------------------------------------------------  
For assistance  
-------------------------------------------------------  
If you need any assistance, contact us at: %HostEmail%  
  
We look forward to welcoming you to this event.

Best regards,

The prIME Rounds team

**2nd Reminder e-mail**



Please modify the text of the e-mail. Please do not change or delete the texts between “%”. So for example %Topic%.

Dear %AttendeeName%,  
  
This is a friendly reminder that you are registered for the following upcoming prIME Oncology Web event, which takes place today at %MeetingTime%. We kindly request that you join the event at least 10 minutes before the scheduled starting time so you won't miss anything.

You can add this event to your calendar by clicking the attached file. Clicking the link will generate an appointment in your default calendar program (Outlook, etc).

Topic: prIME Rounds: The Evolving Landscape of CML Management  
Host: %HostName%  
%MeetingTimeInformation%  
Event number: %MeetingNumber%  
Event password: %EventPassword%  
Registration ID: %EnrollmentID%   
  
-------------------------------------------------------  
To join the online event  
-------------------------------------------------------  
1. Click here to join the online event  
or copy and paste the following link to a browser:   
%JoinURLStr%  
2. Click "Join Now"  
  
To view in other time zones or languages, please click the link:  
%MeetingInfoURLInOtherTimezone%  
%TeleconferenceDesc%%TeleconferenceInfoNN%  
  
-------------------------------------------------------  
For assistance  
-------------------------------------------------------  
If you need any assistance, contact us at: %HostEmail%  
  
We look forward to welcoming you to this event.

Best regards,

The prIME Rounds team



**Thank you e-mail**

Please modify the text of the e-mail. Please do not change or delete the texts between “%”. So for example %Topic%.



Dear %AttendeeName%,  
  
Thank you for attending the %Topic% Web seminar on %MeetingDate%. In order to process your continuing education certificate and gather feedback to improve our educational initiatives for the upcoming year, we ask that you complete the evaluation for this activity by clicking on the link below.

**[Insert Evaluation Link Here]**

To receive credit for this activity, the evaluation must be completed by %Insert Date%.

We will inform you as soon as the recorded version becomes available on the prIME Oncology Website for online viewing.

If you have any comments or questions about the evaluation or certificate, please contact us at: [cme@primeoncology.org](mailto:cme@primeoncology.org).   
  
We look forward to welcoming you back to one of our future events.

Best regards,

The prIME Rounds team



Please enter the questions for the survey here. Be as specific as possible: question, question type, description, scale required, mandatory (y/n)