Columbia University College of Physician’s & Surgeons
Grand Rounds, Conferences and Case Presentations

Administrative Requirements for Each Session

Series Title

Department

Topic __________________ Date of Session __________________

Presenter ____________________ Academic Title ____________________

Academic Institution (if outside CU/CUMC) ____________________

Moderator/Facilitator ____________________

Needs Assessment
Please identify the problem(s) in clinical practice and/or gap(s) in current knowledge that this session will illustrate and decipher, and indicate the source where this problem/gap was identified:

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Objectives
What are the specific learning objectives for this session (what’s the take home message)?

After attending this session, participants will be able to:

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

How will these learning objectives be communicated to the audience?

☐ Verbally at the beginning of the session by the moderator
☐ Written materials in advance of the session - copy enclosed
☐ Written materials at the activity - copy enclosed
☐ Other – specify ________________________________

How were these learning objectives communicated to the speaker?

☐ Verbally by session moderator
☐ Written communication - copy enclosed
☐ Objectives determined by speaker
☐ Other – specify ________________________________

Over…..
**Disclosure**
How was faculty disclosure of relevant relationships with commercial companies and the discussion of unlabeled/investigated uses of a commercial product announced to the audience?

☐ Verbally ☐ Written communication - copy enclosed

Such disclosure is mandatory. CU faculty who frequently speak at these sessions can submit one disclosure statement for the entire academic year which must be reviewed prior to each of his or her presentations.

**Evaluation**
An appropriate evaluation mechanism must be administered. This can be done as frequently as you wish but no less than twice a year.

**Commercial Support**
Did a commercial company provide financial or other support (i.e. catering) for the series/session?

<table>
<thead>
<tr>
<th>Entire Series</th>
<th>This Session Only</th>
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<tbody>
<tr>
<td>☐ Yes, Letter of Agreement enclosed</td>
<td>☐ Yes, Letter of Agreement enclosed</td>
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<tr>
<td>☐ No</td>
<td>☐ No</td>
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</tbody>
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Unrestricted educational grant(s) must be made payable to the Department/Division/School/Hospital.

How was commercial supporter acknowledged to the audience?

☐ Verbally at the beginning of the session by the moderator  
☐ Written materials in advance of the session  
☐ Written materials at the activity  
☐ Other - specify

**Speaker Honoraria & Travel**
Will this session involve payment of honoraria to non-Columbia University faculty?

☐ Yes - documentation enclosed ☐ No

Will this session involve the reimbursement of travel expenses to non-Columbia University faculty?

☐ Yes - documentation enclosed ☐ No

The Department/Division/School/Hospital must pay the speaker’s honoraria and travel expenses. The commercial supporter CANNOT pay the faculty directly.

In addition to the items indicated above, enclosed are the following items:

- Sign-in Roster (Sample Attached)

Return this completed checklist with accompanying materials, at the conclusion of the session, to: 
Center for Continuing Medical Education, 630 West 168th Street, Unit 39, New York, New York 10032 (Local P&S Box 39)