

Guide to Registration Services Provided by CME

The Beaumont Health Department of Continuing Medical Education is able to provide online registration for your CME event for an additional fee. We will work with you to establish the registration features that best fit your needs...within the parameters of our registration system, CloudCME. When utilizing the CME registration services, the following policies and procedures apply:

Establishing Registration Fees

It is the Department's responsibility to determine the registration categories and fees; the CME department offer can offer suggestions if requested.

- **Category descriptions:** Registration categories should be succinct and be clearly identifiable. The most common categories used are: Physician, Non-Physician, Resident/Fellow, Medical Student. If you choose to use a more detailed category for the meeting brochure, it is recommended that you list the CME category in parentheses on the save-the-date card and/or brochure so that registrants can easily match the category.
- **Early bird rates** are recommended to entice participants to register early – you must provide CME with the early bird cutoff date. Once this date is reached, the registration rates automatically change to the normal rate.
- **Discounts** can be provided to Beaumont/OUWB employees, residents, and fellows. Discounts should not be provided to individuals not affiliated with Beaumont. *The CME Department does not verify if individuals should/should not qualify for discount.*

Payment Methods

The preferred method of payment is through our secure online credit card system – this automates the process; Beaumont accepts Visa, MasterCard, Discover, and American Express. Registrants receive a confirmation email and payment receipt through our online system.

Launching Registration

- Registration will not be launched until the activity has been officially approved for CME credits and a registration agreement has been signed by the Department hosting the activity and CME.
 - Note: Registration can be launched with a save-the-date only / before the brochure is printed and distributed.
- Once online registration is launched, **NO CHANGES** can be made to the registration categories or fees. However, the early bird cutoff date can be changed if applicable.
- Once the event brochure has been approved by CME, it will be uploaded to the CME online calendar to assist with marketing the event.

Marketing Your CME Event

- In order to ensure proper time to market your event, you should submit the CME application materials no less than 4 months prior to the event date (6-9 months preferred).
- Departments are encouraged to purchase mailing lists in order to market the event to a larger audience.

Beaumont

- You are responsible for advertising your event; the CME department will only market your event by posting it to our online CME portal (if applicable).
- Online registration is the CME Department's preferred method. Marketing materials should emphasize online registration. A sample registration template is provided below.

CONFERENCE REGISTRATION

REGISTER ONLINE: beaumont.cloud-cme.com/sampleconf

Register before JULY 31 to take advantage of reduced registration rates!

Reduced registration rates are available until July 31. Online registration closes on September 1. After September 1, you may register onsite at the registration desk on a space-available basis.

Conference registration fees include...

REGISTRATION FEES	Early Bird Rate <i>On or before JULY 31</i>	Regular Rate <i>After July 31</i>	Onsite Rate
Attending Physician <i>(select Physician)</i>	\$150	\$250	\$300
Non-Physician <i>(select Non-Physician)</i>	\$100	\$200	\$250
Physicians-in-Training <i>(select Res/Fellow/Student)</i>	\$50	\$150	\$200

Cancellation Policy

Registration fees are refundable less a \$25 processing fee provided written cancellation is received no later than September 1. No refunds will be given after that date or for no-shows.

Register before July 31 and save!

IMPORTANT: If you choose to not utilize Beaumont CME's registration services, please be advised that for CME accreditation purposes, Beaumont CME will require you to provide the following information on all individuals registered for your event in an Excel spreadsheet:

- First name
- Last name
- Degree (MD, DO, RN, NP, PA, etc.)
- Email address

This information is required in order to properly award CME credits at the conclusion of the event; all information is kept confidential and is not sold or distributed to third parties. **Registrant information must be provided to Beaumont CME at least 1 week prior to the event with the final spreadsheet provided within 3 business days following the event.**

A template is available for your use at <http://www.beaumont.edu/continuing-medical-education/plan-cme-activity/forms-tools>.