

## **Guidelines for Attendance in CME Activities**

1. A concerned CME Program Office Coordinator should always be present before an activity begins.
2. He or she should ensure all the services are working a day before the planned activity.
3. Other coordinators could assist in the execution of an event by manning the attendance/ reception table.
4. If the primary concerned Coordinator or any other supporting Coordinator cannot arrive at an event for which they have committed their services, he or she should communicate in a timely manner so that a substitute could be arranged.
5. If possible, a day before an event a Coordinator should inform the team of his or her inability to attend an event. If get late or encounters a problem before the start of an activity, it should be conveyed as soon as possible, without any delay.
6. It should be ensured; all the participants mark their attendance before attending an activity/ event.
7. The attendance would be carried out in the supervision of a CME Program Office Coordinator.
8. At most, attendance would be allowed up to the starting 15 minutes of an activity. After that, the attendance forms would be taken away.
9. Upon late arrival, no request for attendance would be entertained.
10. Attendance is mandatory to receive credit hours/ certificate for an activity/ event.
11. Attendance would only be marked on the officially approved attendance sheet/ forms.
12. There could be events which could offer an option to attend virtually, for which online presence would be mandatory.