

<i>Policy #:</i>	<b>15.0</b>	<i>Origination Date:</i>	2008
<i>Subject:</i>	<b>Logistics Management</b>	<i>Date of Last Revision:</i>	June 2013

Inova Health System’s Office Continuing Medical Education (OCME) sponsors many continuing medical education meetings each year.

The following outlines policies around logistics and meeting management:

**Staffing**

- All staff is required to help prepare the week of an event.
- All staff is required to help set-up pre-event and attend to registration.
- Staff members may be relieved or phased out at the discretion of the Programs Manager

**Meeting Facilities**

- The majority of Inova CME activities are held on-campus at one of the Inova Operating Units
- Live events are typically held on site at an Inova facility
- Occasionally, an activity warrants using an off-site hotel property or conference facility. Best practices in contract negotiation should be utilized when contracting with a hotel or conference center.



### **Budget**

- Senior Meeting Planners will keep a budget current for each live activity, and the RSS Coordinator will keep a budget for any RSS that receives commercial support.
- Program budgets should be closed 30 days after each program. A copy will then be distributed to the Program Director and Committee.

### **Audio-Visual**

- For meetings held on-campus at an Inova facility, internal audio-visual services shall be used.
- There should be no charge to use internal services, when ordering standard AV equipment (LCD & screen, projector, podium, mic)
- Contact the Inova IT contact two weeks before the event to confirm your AV needs
- Additional charges may be accrued if special audio-visual equipment is ordered.
- When using off-site AV service the Senior Meeting Planner will order based on the needs of the Program Director and the attendees

### **Food/Catering**

- Meeting planners are not required to use internal catering services.

### **Registration**

- Registration pages are built online through Magnet Mail.

- Meeting planners are responsible for building registration pages for their assigned events.
- Tuition is calculated based on Fair Market Value for CME, which is currently \$25/credit hour (2012.)

