

## Checklist for CAMC Institute

**The following information should be sent no later than 60 days post-conference to:**

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CAMC Health Education and Research Institute  
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1. Any outstanding Bios/CV's for speakers
2. Signed disclosure forms for all speakers, staff and planning committee.
3. A statement of how you disclosed to the audience
4. Final conference brochure
5. Evaluation summary
6. Final budget summary
7. Sign-in sheets
8. Number of attendees
9. Signed joint-sponsor agreement
10. Joint-sponsor fee plus \$5.00/CME certificate