

OBGYN GRAND ROUNDS SPEAKER CHECKLIST

Instructions, documents, and deadlines for University of Washington OBGYN Grand Rounds Speakers.

2 WEEKS PRIOR

- CME Dashboard & Financial Disclosure
- Learning Objectives Form
- Headshot & CV

1 WEEK PRIOR

- Slides submission
- Permission to Record Form
- Personal Release Form

DAY OF TALK

- Arrive at 7:45 AM for mic check & set up
- Introduction and talk will start around 8:05 AM

Task Instructions & Document Links

☐ CME Dashboard & Financial Disclosure:

Our CME department requests all Grand Rounds lecturers to submit any financial disclosures. To do so, you need a CME account. You can create one here, <https://uw.cloud-cme.com/CME/mytasks.aspx>, and after you are signed in, please select the "Faculty" tab to submit your financial disclosures.

☐ Learning Objectives Form:

Please download and complete this learning objectives form, which will be submitted to the CME accreditation office as well as used for our Grand Rounds flyer.

☐ CV & Headshot Submission

Upload CV and Headshot to the link provided in Grand Rounds emails.

☐ Permission Forms:

- Permission to Record Form: Complete so presentation can be recorded and available for people to view later.
- Personal Release Form: Complete to allow photos to be taken and included on social media for the event.

☐ Slides Submission:

Speakers are required to upload presentation slides to the link provided in Grand Rounds emails AT LEAST one week prior to presentation.