**CME/CPD Accreditation Application Form for Local Activities**

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|  | CDSHK Application No.: |  |

**Part 1: Details of Applicant**

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| --- | --- |
| **Name of Organization:** |  |
| **Name of Applicant (in full):** |  | **Position:** |  |
| **Telephone No.:** |  | **Fax No.:** |  | **E-mail:** |  |

**Part 2: Details of Activities**

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| --- | --- | --- | --- |
| **Nature of Activity:** | 🗆 Meeting / Seminar / Lecture | 🗆 Hands-on Course | 🗆 Self-arranged Study Group |
|  | 🗆 Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*(For Hands-on Course, submission of the tasks, materials and rundown are required)* |
| **Name of Activity:** |  |
| **Speaker(s):** |  |
| **Date(s) of Activity:** |  |
| **Time:** e.g. 1200-1300 |  | **Total Duration in hour(s):** |  |
| **Involved time of lecture:** /\*NIL | **Involved time of hands-on session:** /\*NIL |
| **Mode of Attendance:** | 🗆 Online (live streaming)🗆 Physical attendance (venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)🗆 Dual mode (venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| **Website for Activity:** |  |
| **Name of Co-Organizing Institute(s):***(enter ‘NIL’ if no co-organizer is involved)*🗆Co-organizing 🗆Supporting 🗆Sponsoring |  |
|  |
| **Name of Commercial Company(ies) involved *#*:***(enter ‘NIL’ if no commercial company is involved)* |  |
|  |
| **Cheque No.:** | **Name of Bank :** | **Amount :** |
| ***#An administrative fee will be charged if the meeting is involved with one or more commercial companies. Fee paid is not refundable except the application is rejected.*** |
| **Registration/Enquiry Contact:** | Name:  |
| Email:  |
| Tel:  |
| 🗆 I agree to include this activity (including the information of registration/enquiry contact and website) into the CME Calendar to be posted at the CDSHK Website. |

***\*Please circle as appropriate***

**CDSHK CME/CPD or DCHK CPD Activity to be applied:**

|  |  |
| --- | --- |
| 🗆 | CDSHK CME/CPD Activity  |
| 🗆 | DCHK CPD Activity (if the organizer is not one of the pre-approved DCHK CPD programme providers, the event must be a “co-organized” one, otherwise it will not be considered) |
|  | - DCHK Core CPD Activity 🗆 Yes (Please specify, A to L) : \_\_\_\_\_\_\_\_\_\_ 🗆 No(For full details of DCHK Core CPD, please refer to the DCHK CPD Guidelines which can be found in theDCHK ‘s website: <https://www.dchk.org.hk/en/cpd/index.htm>).  |

**Part 3: Declaration by the Applicant**

🗆 I declare that all information provided in this application form is true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant/Authorized Signature: |  | Date of Application: |  |

**Remarks of CME/CPD Accreditation Application for Local Activities**

1. Organizer must submit the completed application form **together with the following materials** for processing ***at least one week*** before the event:
* Speakers’ CV or biography; event brochure and promotion materials;
* Detail rundown/programme of the event including lecture title, duration of opening speech/tea break/lunch break*a* etc;
* A cheque of HK$3,000 payable to ‘The College of Dental Surgeons of Hong Kong’ as administration fee if any commercial company is involved in supporting, sponsoring or co-organizing the event, whether or not commercial products/materials are being promoted before, during or after the event.

*(Late or retrospective application will incur an additional administrative cost of HK$3,000, i.e. a total of*

*HK$ 6,000 will be chargeable, or the application will not be processed.)*

1. Cheque will be returned to the applicant if the application is rejected.
2. The event must be held in form of live seminar. Study of online materials such as pre-recorded videos shall apply CME credits via ‘Self Study’ using the appropriate claim form.
3. Application with incomplete or incorrect information may cause processing delay and errors, or may even be rejected. For full details, please refer to the CDSHK P&G-Explanatory Note, which can be found in the College’s web-site <http://www.cdshk.org/cpd/index.htm>.
4. The CME Subcommittee has the right to withdraw/reject any approved application if the declaration is found to contain false information.
5. Successful application will be issued a ‘CME/CPD Accreditation CDSHK Reply Form’ with the maximum accredited CME/CPD points stated. This piece of information can only be disseminated in the following format: “CDSHK (CME/CPD): X pts, DCHK (CPD): X pts”. Logos of CDSHK and/or HKAM cannot be used without prior approval.
6. If there is any change in the event/programme (date, venue, speakers, lecture title/duration, etc), the updated information must be submitted two weeks before the event for reassessment of accreditation. Deviation of the programme from the information submitted will be deemed non-compliance to the Guidelines.
7. It is the responsibility of the organizer(s) of the activity to make sure that all the attending participants and Speakers/Chairpersons have filled-in and signed on the respective forms [*CME/CPD Programme* Attendance Form (For Participants) and *CME/CPD Programme* Attendance Form (For Chairpersons, Speakers & Hands-on Trainers)] and return them to the College Secretariat by post or e-mail within two weeks after the event. CME/CPD points will only be credited when ALL the required information is entered and legible. Dishonesty in entering the information on the Forms is considered a serious fraud and will be reported to the College Council.
8. Non-compliance of the Guidelines and/or provision of incomplete/incorrect/misleading information along with the application may result in revision/invalidation of the approved CME/CPD points, rejection of future application, and/or removal from the list of College recognized ‘CME/CPD Provider’.
9. Latest version of the forms must be used which can be downloaded from the College website. Old versions or self-made forms are not acceptable.
10. For detail information, please refer to the current ‘Principles and Guidelines on CME and CPD 2023-2025’ available at the College website.

*aIf tea/lunch breaks etc. is not specified in the submitted programme , it will be assumed that there will be a 30-minute tea break in each morning and afternoon session. Lunch (between morning and afternoon sessions) and dinner (between afternoon and evening sessions) breaks will be assumed to take 60 minutes. These breaks will not attract any CME/CPD points. If the lecture runs concurrently with lunch/dinner, it should be specified in the application for consideration.*

**Appendix**

Guidelines for handling commercial influence in CME accreditation

When considering accreditation of CME activities, the component of potential / actual commercial influence and bias, if any, should be taken into account, with the following principles observed:

1. The educational contents provided are expected to be free of any commercial influence or bias or any form of advertising;
2. Educational sponsorship is expected to be provided through an unrestricted educational sponsorship;
3. Educational materials provided entirely by a pharmaceutical or medical equipment industry will not be considered for accreditation unless they are presented by specialists or experts related to the field;

As a general principle, all scientific contents of a CME activity should not be influenced by any commercial considerations.

*Remark: CME organizers (applicants) are required to declare that consideration has been given to the possible commercial influence, if any, with the above principles observed. CDSHK has the discretion to invalidate the CME accreditation granted to an activity if it is subsequently found with derivation or in violation of the principles given in this set of Guidelines.*

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**Guidelines for Handling Commercial Influence in CME Accreditation**

**Declaration Form for CME Organizers**

When considering accreditation of CME activities, the component of potential / actual commercial influence and bias, if any, should be taken into account. As a general principle, all scientific contents of a CME activity should not be influenced by any commercial considerations. In this connection, CME organizers are required to declare that consideration has been given to the possible commercial influence, if any, with the below principles observed. College has the discretion to invalidate the CME accreditation granted to an activity if it is subsequently found with derivation or in violation of the principles.

**Declaration**

Please be confirmed that the following principles have been observed when considering the contents of the CME activity:

|  |  |
| --- | --- |
|  | (a) The educational contents provided are expected to be free of any commercial influence or bias or any form of advertising; |
|  | (b) Educational sponsorship is expected to be provided through an unrestricted educational sponsorship; |
|  | (c) Educational materials provided entirely by a pharmaceutical or medical equipment industry will not be considered for accreditation unless they are presented by specialists or experts related to the field; |

 Supplementary information where applicable (if any of the above principles cannot be fulfilled):

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Completed by: (Name) (Post Title)

Name of Organisation: Date:

Signature

*Room 902, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong*

*Telephone : (852) 2871 8866 Email :* *cme\_cpd@cdshk.org* *Website :* [*http://www.cdshk.org/index.php*](http://www.cdshk.org/index.php)