



Maryland CHAPTER

HOW TO POST FOR STATE CV MEETINGS

Once your request email is received, MDACC staff will review your request (this can take up to 10 days) and determine your eligibility.

If your listing is eligible as outlined in the requirements below and your email contains complete information as requested below, the program will be posted to the State CV Meetings page on the Maryland Chapter ACC website in chronological order.

The listing will include the member who is on the planning committee, official name of the meeting, start and end dates, location, and link to the main meeting page for additional meeting information. After the start date of the program has passed the listing will be automatically removed from the list. Re-occurring programs must reapply for inclusion each year.

REQUIREMENTS

- A member of the planning committee must be a member of the Maryland Chapter, ACC.
- The course must be a live education event that is held in the state of Maryland. Live events are defined as those where the majority of attendees are sitting in the same room as the presenter(s). Online courses are not considered live events for the purpose of this website listing even if they are broadcast in real time.
- The course must be accredited for CME, CNE, and/or PNE.
- An email containing all information for the listing (see below for format) must be submitted at least 40 days from the start of the program. All information must be provided at once or it will not be considered.
- Requirements are subject to change with no notice.

INFORMATION TO SUBMIT

(all information must be provided in one email to be considered as a listing on the State CV Meetings page)

- Name, title, degrees, designation(s), place of practice, of MDACC Member on planning committee
- Official Title of the Meeting and Location (venue name, city)
- Start and end dates of the meeting
- Website of the meeting (this should be the main meeting page – not the home page of an organization)
- CME, CNE, and/or PNE provider
- Contact information of person submitting the information (email, telephone, address) if additional information is needed