

STEP 9: Implementation and Logistics

A. REGISTRATION

Setting limits to the maximum number of registrants should be considered based on the format, venue and facility capacity for the planned activity.

When planned activities have a limited capacity, the limits should be noted in the promotional material.

REGISTRATION POLICIES FOR ALL CHSE ACTIVITIES

- For all FHS activities, registration information for all CHSE activities should be processed by McMaster University staff and should be managed according to the University policies for confidentiality and privacy protection.
- Responsibility for registration and the collection of information pertaining to registrants should not be delegated to an external agency especially an industry sponsor or an identified communications company or consultant group.
- Personal information from registration should not be shared or provided to sponsors, industry representatives or external communication companies.
- If the registrant has consented to having their name appear on a published registration listing, only their full name, city and province should be provided. The lists should be printed on blue paper to prevent duplication by photocopying.
- Any registration and attendance information retained must be in compliance with the Freedom of Information and Protection of Privacy Act FIPPA <http://www.mcmaster.ca/univsec/fippa/fippa.cfm>.

CHSE REGISTRATION SERVICE

- The CHSE Program adheres to the privacy legislation under the Freedom of Information and Protection of Privacy Act (FIPPA). Registration data is kept in a secured data management system. Information is not released without consent given by participants on their registration forms.
- The CHSE Program registration-processing fee applies to all health care professionals registered in CHSE Program events. The fee covers a spectrum of associated registration services.

REFUND AND CANCELLATION POLICIES FOR ALL CHSE ACTIVITIES

It is recommended that planning committees establish policies with regard to registration cancellation and refunds. The policy should indicate the amount of the refund and the timelines refunds will be honored and processed. It is suggested that a specified amount as a percentage of the registration fee be identified as non-refundable and retained for administrative and processing purposes.

AGENDA AT A GLANCE

Dr. Ann Kennedy

McMaster University
HEALTH SCIENCES

Receipt of Purchase:

CHS Receipt: CME274-14156

Contemporary Acupuncture Advances
May 23, 2014 - May 25, 2014

Ann Kennedy
1280 Main St. West
Hamilton, ON L8S 4K1
Canada

Official Tuition Fee Income Tax Receipt **\$489.00**

Study Credit Letter

Contemporary Acupuncture Advances
Sheraton Centre Toronto
Toronto, ON
May 23, 2014 - May 25, 2014

This is to confirm that Dr. Ann Kennedy attended the Contemporary Acupuncture Advances on May 23, 2014 - May 25, 2014 in Toronto ON. This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada and approved by McMaster University, Continuing Health Sciences Education Program for up to 14.50 hours. Through an agreement between the Royal College of Physicians and Surgeons of Canada and the American Medical Association, physicians may convert Royal College MOC credits to AMA PRA Category 1 Credits™. Information on the process to convert Royal College MOC credit to AMA credit can be found at www.ama-assn.org/go/international. This program meets the accreditation criteria of The College of Family Physicians of Canada and has been accredited by McMaster University, Continuing Health Sciences Education Program for up to 14.50 Mainpro-M1 credits. Each participant should claim only those hours of credit that they actually spent participating in the educational program.

Dr. Khalid Azzam, MBBS, FACP
Assistant Dean, Continuing Health Sciences Education

THE CHSE PROGRAM REFUND AND CANCELLATION POLICY

The CHSE program reserves the right to cancel or reschedule an activity due to insufficient registration, cancellation by the planning committee or any other circumstances that are beyond our control. The CHSE Program will attempt to contact all registrants by the same method they registered. Registrants will receive full refund of registration fees.

Registrants cancelling their registration up to 14 days before the activity will be refunded less a 25% of the registration fee. No refunds will be issued for cancellations received after this date.

The CHSE Program does not assume any liability for any airfare, travel, hotel or other damage that may arise from cancellation.

B. CERTIFICATE OF ATTENDANCE

Certificates of Attendance are issued by the CHSE Program and must comply by the CFPC and RCPSC requirements. McMaster University Certificates of Attendance for CHSE Activities cannot be issued without receiving permission from the CHSE Program. Maintenance of attendee/registrant database information for auditing of accredited activities must be kept for seven years.

Upon completion of your activity you must submit to CHSE:

1. A complete list of ALL program attendees, regardless of profession. This list must be submitted using the Excel template, provided by the CHSE (no other template will be accepted). We will use this list to issue/email your attendees their certificates. It is the CHSE policy that ALL attendees receive a certificate of attendance. A \$15-\$25 per registrant fee will be invoiced once certificates have been sent. This registration information will be retained by the Continuing Health Sciences Education Program for audit purposes (for a 7 year period) and in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA).
2. Signatures. A scanned copy of your participants' signatures, collected upon arrival at the event.
3. Final Budget. A final budget must be submitted to CHSE upon activity completion. Where applicable, CHSE will refer to your budget to calculate the 3% Tithe.

Certificates should meet the requirements of McMaster University Policy on Certificates and Diplomas.

<http://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/CertificatesandDiplomas.pdf>.

