



# FLORIDA ACADEMY OF FAMILY PHYSICIANS

## NON-CME PROGRAM GUIDELINES

FAFP will host a non-CME program for your organization in conjunction with one of our regularly scheduled programs. The non-CME program will be held during a time prior to or after CME sessions\*. Non-CME program fee is \$10,000.00 which covers all expenses necessary to carry out the program.

FAFP will provide:

- 60-minute program slot
- Meeting space
- Audio/Visual to include LCD projector, screen, podium, speaker microphone, computer with PowerPoint, aisle microphone, sound system with A/V technician (when necessary)
- Food/Beverage as appropriate
- 6-foot draped table outside entrance for attendee check-in
- Promotion of program via meeting brochure and e-mail blasts
- Registration of attendees
- One preapproved insert (provided by the Company) distributed to all meeting attendees

COMPANY Responsibilities:

- Provide FAFP with program title and physician speaker name
- All speaker arrangements (scheduling, travel, payment, etc.)
- On-Site Contact (if preferred by Company)
- Preapproved Promotion/Marketing Items (leaflets, pamphlets, etc.)
- Distribution of education material that is in accordance with the 2009 PhRMA Code on Interactions with Healthcare Professionals
- Distribution and collection of program evaluations

*\*At no time will a non-CME program supersede any CME activity.*

For further information, contact Camille Morris at [camille@fafp.org](mailto:camille@fafp.org) or 904.726.0944.