



## **Standard Operating Procedure for obtaining LOP CME credits**

### **I- Objective**

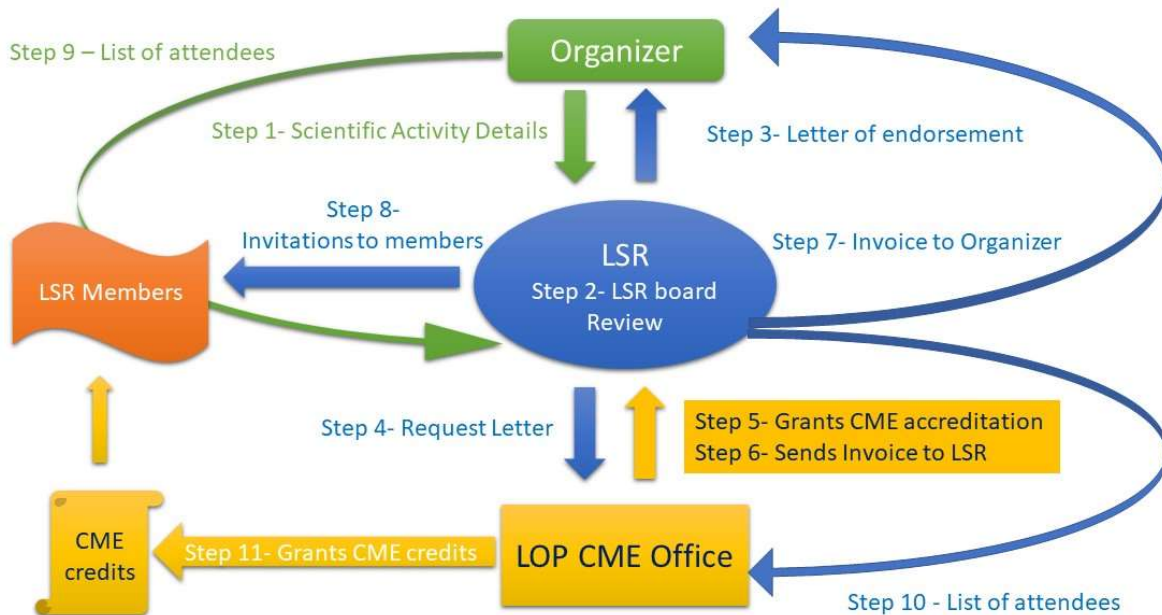
Obtain LOP CME accreditation from LOP for a scientific event organized or endorsed by LSR.

### **II- SOP: Step by step**

- 1- Organizer: to send the scientific activity details to LSR (Template 1\_Required documentation)
  - a. Title
  - b. Expected date
  - c. Objective
  - d. Agenda
  - e. Mini abstracts of the presentations
  - f. Mini CV of the speaker(s)
- 2- LSR endorses the scientific activity after review of the above by the LSR board
- 3- LSR sends a letter of approval to the organizer. The name and logo of LSR are to be used on the event invitation (Template 2\_Endorsement letter)
- 4- LSR sends a request to the CME office (Template 3\_Request form)
- 5- The CME office grants CME credits based on the scientific content
- 6- The CME office sends the invoice to LSR
- 7- LSR sends the invoice to the organizer (Template 4\_Invoice)
- 8- The LSR sends an invitation to the LSR members to attend the event, *in case the invitation is open to all the Society members*

- 9- After the completion of the event, the organizer sends the list of attendees to LSR
- 10- LSR sends the list of attendees to the CME office (Template 5\_Attendees list)
- 11- The CME office grants the earned CME credits to the LSR members

**III- SOP algorithm**



**IV- Revision of the SOP**

To be done according to the request of the CME office or the LSR board.