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.