

When you decide to pursue a CME live activity where the CME office manages all of the logistics, we will offer you two options for paying for the course. In the first plan, the CME office assumes all financial risk, earns all potential revenue, and absorbs any loss from the course. In return, you agree to follow certain guidelines that are outlined below. In the second plan, your department assumes the financial risk and potential revenue from the event. If you choose this option, our office charges a fee of 20 percent of revenue with a minimum of \$7,500.

**Plan I- “Opt-in” (no risk):**

- CME office will assume all financial risk; earns all potential revenue or absorbs any loss
- Must remain “opt-in” for three runs of course
- After three runs, department may choose to “opt-out”
- Criteria must be met:
  - Guest faculty travel and hotel stays will be within CME limit of \$7,500
  - Guest speaker honoraria: \$750
  - Learner registration fees will be negotiated with CME department
  - Advertising/ mailing outreach will be evaluated on a case by case basis
  - Syllabus format: online
  - No lunch/dinner provided (unless paid for by department)
  - No receptions/galas (unless paid for by department)
  - No offsite venues (unless approved by CME Committee)

**Plan II- “Opt-out”:**

- Sponsoring department(s) will assume all financial risk; earns all potential net income or absorbs any loss
- Sponsoring department(s) pay a CME fee of 20 percent of all revenue with a minimum of \$7,500
- Planning budget decisions are controlled by sponsoring department(s)

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When you decide to pursue a CME live activity where your department manages all of the logistics, our office charges a fee of \$2,500. Should you choose to run a series of activities under the same umbrella, we will charge an additional \$100 for each additional session.

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If you are a non-accredited entity, wishing to partner together to run a jointly provided activity, please contact our office directly at [cme@nyumc.org](mailto:cme@nyumc.org).