

TITLE	EEH ACME PROGRAM: CANCELLATION POLICY FOR ACCREDITED CME ACTIVITIES
PURPOSE	<ol style="list-style-type: none">1) To set forth the policy for cancellations for Edward-Elmhurst Health's Accredited Continuing Medical Education Program ("ACME Program") activities.2) To set a policy for the cancellation of participants to participate in Accredited CME activities.
APPLICABILITY	Edward-Elmhurst Health
POLICY STATEMENT(S)	The Edward-Elmhurst Health Accredited CME Department reserves the right to cancel, reschedule or combine program events that are below the minimum participant requirement.
DEI STATEMENT(S)	Edward-Elmhurst Health as an institution, and the Accredited CME Program as its supporter, is fighting systemic racism, institutionalized biases, and healthcare inequities. To build a more diverse healthcare community and reduce disparities and injustices in the medical profession, the ACME Program asks that speaker(s), content authors, planners, and others involved in Accredited CME activities are representative of all races, ethnicities, genders, gender identities, sexual orientations, generations, backgrounds. Additionally, the material should be carefully reviewed to reflect linguistically appropriate content, narratives developed with an equitable lens and key terms and concepts used in the context of health equity. When appropriate, conversations on how health equity and DEI+J impact the educational topic should be included.
DEFINITION(S)	<ul style="list-style-type: none">• Accredited CME Activity: An activity accredited by the Edward-Elmhurst Health ACME Department (8681) designated for a specified amount of <i>AMA PRA Category 1 Credit™</i>.• Planner(s): An individual or group of individuals involved in the planning process and implementation, facilitation, or moderation of an accredited CME activity.• Speaker(s): An individual or group of individuals presenting, speaking, or delivering content at an accredited CME Activity.
PROCEDURE	<ol style="list-style-type: none">I. The Edward-Elmhurst Health Accredited CME Department reserves the right to cancel, reschedule or combine program events that are below the minimum participant requirement. Should a cancellation occur, participants are notified by email about the cancellation or about any alternative program event(s).II. Out of respect for our speaker(s) time and the administrative costs incurred hosting activities, the Edward-Elmhurst Health Accredited CME Program requires a minimum cancellation notice of 48 hours on all live activities. Cancellations should be in written form to EEH-ACME@EEHealth.org or via the cancellation button located at the bottom of the confirmation email for the activity.III. The Edward-Elmhurst Health Accredited CME Department reserves the right to cancel or postpone any course due to

unforeseen circumstances. In the unlikely event that EEH's Accredited CME Department must cancel or postpone this course, the registrations will be transferred to the new date/time. Edward-Elmhurst Health is not responsible for any related costs, charges, or expenses to participants, including fees assessed by the airline, travel, or lodging agencies.

- IV. All requests must be submitted in writing to EEH-ACME@EEHealth.org. This is a general cancellation policy. Individual courses may detail special conditions. Any use of this CloudCME™ site constitutes an agreement with Edward-Elmhurst Health's Accredited CME Department Terms of Use and Privacy Policy.

CROSS REFERENCE(S)

Development and Implementation of Continuing Medical Education Activities

Revised: 04/08/2019, 08/31/2022

Approved By: Program & Education Committee, 9/18/09, 11/15/13, 1/18/18, 3/23/18, 5/9/2019, **09/08/2022**