Coronavirus Disease (COVID-19)
Cancelled and Postponed CME Activity Fee Policy
(Updated as of March 2020)

Due to the Coronavirus Disease (COVID-19) and the suspension of all face-to-face instruction by OSU President Drake, we understand that you may choose to cancel or postpone your conference.

Please be advised of the following updates in our CCME fee policies:

Cancelled Conferences During the Coronavirus Outbreak:
- CCME will waive the negotiated fees except for:
  - 5% credit card fees for registrations and refunds
  - $50 letter of agreement processing fee / grant

Postponed Conferences During the Coronavirus Outbreak:
- CCME will delay payment of the negotiated CME service fees for the postponed conference providing the conference is rescheduled and executed by December 31, 2020*
  - If the conference is not rescheduled and executed by December 31st, the department / division will be held accountable for 100% of the contracted fee selection fees.
    - Including the fees associated with refunding the participants’ their full registration payments.

Scheduling New Live CME Activities
Because of the ongoing potential impact from the Coronavirus, we are cautioning course directors to delay scheduling any new live CME activities until after July 1, 2020*. In the event that a course director chooses to schedule such a conference and then cancels, the department / division will be held accountable for 100% of the contracted CME service fees.

Live CME Activity Recommendations During the Coronavirus Outbreak
1. Send out an email to all your registrants to stay home if they are sick.
2. Distribute information to participants about COVID-19 and precautionary measures individuals should take.
3. If possible, at your activity, provide alcohol based sanitizers; have a store of masks for those who become ill.
4. If possible, consider distributing alcohol based wipes to attendees.
5. Add extra trash receptacles and ask that they be emptied frequently.
6. Make sure that restrooms have adequate soap and towels. Encourage participants to wash hands frequently.
7. Disperse coffee break set-ups to help reduce crowding at these stations.
8. If your budget allows, consider providing Internet options for viewing the activity remotely.
9. Observe participants, especially those that are coughing or sneezing. Discretely ask them to sit apart or consider leaving the activity.
10. Limit the material that is distributed, especially items that might be shared such as pens.

* = Date is subject to flexing as the spread of the COVID-19 virus continues