



Information for CME Outreach Speakers

CME Office Contact Information:

Phone: 218.786.4430, Option #3

Email: CMEOffice3@EssentiaHealth.org

Fax: 218.786.4273

- Each Outreach site has a designated physician program chairperson. You may contact the CME Office (contact information listed above), for the chairperson's information. Please feel free to call the local physician program chairperson to discuss your upcoming talk sometime before the actual date. This may help you fine tune your remarks for the intended audience.
- If plans are made to cancel either by the physician speaker or the local chairperson, please notify the CME Office.
- If your presentation is listed as one hour, people generally expect a 45-minute talk with time for questions. If your talk is listed as a 1-1/2 hour presentation, the audience will expect a one-hour didactic presentation with 30 minutes for case presentations or question and answer session.
- Remember your target audience and their educational needs. They are primary care physicians who desire case-based, practice-enabling presentations relevant to their setting. Didactic, textbook type lectures are not usually effective.
- **AV NEEDS:** When time permits, an OL&D Media Specialist will contact Outreach CME speakers in advance of their talks to arrange for any AV equipment needs. If, by two weeks prior to your scheduled presentation you have not received an email, please contact AV Media Requests by phone at 218.786.5490 or e-mail AVMedia@EssentiaHealth.org. We are very interested in making high quality slides to help you in your Outreach presentations. Our Media Specialist is skilled in this and pleased to be of assistance. Please provide materials for preparation at least two weeks prior to your presentation. The AV Media Specialist is located in the Support Services Building (across 4th Street from St. Mary's) on the fifth floor.
- All Outreach CME speakers are e-mailed a program reminder one month prior to their scheduled presentations. If, by two weeks prior to the program, you have not received a program reminder, please contact the CME Office.
- Mileage is reimbursed for all sites with the exception of neighborhood clinics, including Superior. You will not need to fill out a mileage form; reimbursement will be automatically requested by the CME Office.
- If your presentation is in Ely or International Falls, MN, you may have then option of flying there in the morning and returning in the afternoon. If you wish to fly, contact the Outreach Department at least two weeks in advance. Otherwise, you have the option of driving yourself. You may contact the Outreach Office via phone at 218.786.3825 or email at Outreach@EssentiaHealth.org.