Details to be Included on your agenda/program/invite:

1. Accreditation statement(s)
   Please use the exact wording found on the template on page 2.

2. Learning Objectives

3. Schulich/Western logos

4. Detailed break-down of agenda/time line — presentation times as well as names of moderators and speakers, discussion, breaks, lunch, including time at the end of the program for participants to complete evaluations

5. 25% of the program must be dedicated to participant interaction and evident on the program. This can be achieved through question and answer periods, small group discussion, etc. or if it is interactive in nature — include the following statement:

   25% of this program is dedicated to participant interaction.

6. Sponsor or Non-Sponsor Statement
   Wording found on the template page 2.

Please see page 2 as an example/template:
Name of Program

Date
Time
Location

LIST LEARNING OBJECTIVES

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:05</td>
<td>Opening Remarks</td>
</tr>
<tr>
<td>8:05 – 8:45</td>
<td>Presentation Name &amp; Speaker Name</td>
</tr>
<tr>
<td>8:45 – 9:00</td>
<td>Question &amp; Answer Period</td>
</tr>
<tr>
<td>9:00 – 9:45</td>
<td>Presentation Name &amp; Speaker Name</td>
</tr>
<tr>
<td>9:45 – 10:00</td>
<td>Question &amp; Answer Period</td>
</tr>
<tr>
<td>10:00 - 10:15</td>
<td>Break</td>
</tr>
<tr>
<td>10:15-11:00</td>
<td>Presentation Name &amp; Speaker Name</td>
</tr>
<tr>
<td>11:00 - 11:25</td>
<td>Small Group Discussion</td>
</tr>
<tr>
<td>11:25 - 11:30</td>
<td>Completion of Evaluations and Closing Remarks</td>
</tr>
</tbody>
</table>

25% of this program is dedicated to participant interaction

For RCPSC (Maincert Section 1)
This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada, and approved by Continuing Professional Development, Schulich School of Medicine & Dentistry, Western University (# hours).

And Or

CFPC (Mainpro+ Certification)
This Group Learning program meets the certification criteria of the College of Family Physicians of Canada and has been certified by Continuing Professional Development, Schulich School of Medicine & Dentistry, Western University for up to ______ Mainpro+ credits.
Each participant should claim only those hours of credit that he/she actually spent participating in the educational program.

Non Industry Sponsorship statement
This program has no commercial support.

Or

Sponsorship statement
This program was supported in part by an educational grant from the following: (list organization name(s)). Industry logos can be included, but must be smaller than Schulich/Western logos.