



FMF 2018

Guidelines for Mainpro+ 2- and 3-credit per hour workshops

Step 1 – Review and adhere to the following

Review and follow [National Standards for support of CPD certified activities](#) – new in 2018

Review [COI Quick Tips](#), create [Conflict of Interest Slides](#) – Note: COI slides must be included and you must also indicate COI and mitigation strategy [verbally] at the beginning of your presentation

Obtain certification as per [Mainpro+ guidelines](#) and [Mainpro+ Quality Criterion Scoring Framework](#)

Review [FMF Speaker Code of Conduct](#)

Complete and return [Conflict of Interest Form](#) for all speakers, moderators, facilitators to Deanne dmckay@cfpc.ca
Important: Your session must be certified on or before July 2018 for inclusion in the FMF program

Step 2 – Register for FMF

Registration for FMF is complimentary on the day of your presentation for the primary presenter. For full-day workshops, 1 co-presenter will also be provided with complimentary registration. All speakers must register online by September 15th at <https://fmf.cfpc.ca/registration/>

Step 3 – Confirm registered participants and supply pre-course materials

A list of registered participants will be sent to you approximately two weeks before FMF. If you have any questions please contact our Customer Service Team at fmfinfo@cfpc.ca. Send all pre-course materials direct to registered workshop participants. Please do not include any copyrighted or promotional materials within your slides or handouts. Note: The registrant list is shared with the CPD provider for the sole purpose of providing pre-course materials (if applicable), post-course tests and for issuing certificates of attendance in accordance with Canadian Anti-Spam Legislation (CASL) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

Step 4 – Bring everything on USB and show up onsite

Please bring all presentations and videos on a USB drive. We recommend all slides be created in a 4:3 format. Check in at least one hour before your session starts in the Speakers' Room – MTCC South Building Room #606. Bring the USB to your session room 15 minutes before it starts and connect it directly with the in-room system.

Audio-visual (AV) equipment: Standard AV in each room includes a laptop, projector, screen, speakers and hand-held mics for larger rooms. Note: there is very limited shared Wi-Fi only. It does not allow large downloads, or access to many internal networks or email servers. If you have a special request that is essential to your program, please send detailed explanation to dmckay@cfpc.ca by September 15th. We will review and assess any applicable fees within 15 days.

Course locations: All Mainpro+ Workshops will be held at the Metro Toronto Convention Centre – North Building. Please consult the program or mobile app in September 2018.

Shipping: All shipments to MTCC will be charged drayage / delivery charges by our shipper. Please pay for these onsite or they will be deducted from your final settlement. You may hand carry items to your room without fees.

Timing / Meals / Breaks

Please schedule breaks to align with the main conference breaks. This is the only time refreshments will be provided. Schedule: Break 9:30-10am, Lunch 12:15-1:30pm, Break 2:30-3pm. Location: Room 201 MTCC North.

Session evaluations

Please include the [Session Evaluation Slide Template](#) as the last slide of your presentation. Remind participants of your session number, title and complete in one of two ways: on the FMF Mobile App, under sessions or at fmf.cfpc.ca – a link will be available on the home page once we are onsite at FMF. Results will be shared after FMF.

MAINPRO+ workshop certificates:

All workshop course materials and certificates are sent direct from the course provider. Please provide your contact information in case they have questions after FMF. IMPORTANT: Direct credit entry is not provided in Mainpro+ workshops. Please inform participants to report credits once they receive their certificate.

Payment Terms

CFPC will pay you based on registrations only, less any cancellations. NOTE: CFPC will not reimburse for “drop-ins”.

Invoicing

If you wish to submit an invoice please send by November 30. If you bill for HST, HST number must be provided. Include the following: # of paid participants at each rate. Do not include the CFPC admin fees on your invoice, deduct any agreed upon AV or IT fees. Deduct any drayage fees. Bill for only the pre-registered participants. NOTE: if you do not submit an invoice, you will be paid your per registrant fee for the paid registrations, per the information on your workshop provider agreement less any incidental charges.

Summary:

Step 1 – Review and adhere to all guidelines.

Step 2 – Register for all days you will attend FMF: <https://fmf.cfpc.ca/registration/>

Step 3 – Confirm registered participants and supply pre-course materials (if applicable).

Step 4 – Bring everything on USB and show up onsite 15 minutes prior to the start of your workshop.

Speakers' Room is located in Room 606 of the Metro Toronto Convention Centre South Building.

Contact Deanne McKay dmckay@cfpc.ca or 905.629.0900 ext. 473 if you have any questions

Thank you! We appreciate your commitment to family medicine education in Canada.

Sincerely,

Deanne McKay
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