

PROCESS

1. Book your CME, ensure that the chosen CME is appropriate for that group, email them the Course Outline in advance, and agree on timings.
2. Preparation:
 - Download all of the resources for the CME.
 - Enrol as a student on [NFNZ's thinkific site](#) if you need to familiarise yourself with the content - just make up an association number if you don't have one.
 - Put together your attendee packs - what will be hardcopy, what will be emailed?
 - Add any interactive teaching resources, and prizes that work with the content being delivered.
3. Present your CME:
 - Welcome & Introductions
 - Overview of presentation
 - Content of Presentation
 - Feedback Forms filled out
 - Record of Attendees filled out
4. Email all attendees digital copies of all the handouts, their certificates, and link to feedback form if not filled out on paper
5. Log your CME with NFNZ for your grant [HERE](#)
6. Log the attendance of any GP's using the Record of Attendees form [HERE](#) **(this is compulsory)**

CHECKLIST

Contact Person: _____

Location: _____

Time: _____ **Number of attendees:** _____

Essentials:

- Presentation saved to your laptop AND a USB Drive
- Record of Attendance form

Attendee Pack:

- Outline & Timetable
- Copy of the Quiz
- Reference list
- Slide notes
- Certificate of Attendance
- Feedback Form
- Reflective Journal for Midwives
- NFNZ Rack Cards – 1 of each
- Your business card

Optional

- NFNZ Event Kit or Banner
- Refreshments
- Spot prizes
- Other teaching resources