American Medical Association
International Conference Recognition (ICR)

Criteria for Conference Approval, Fees, Sponsor Requirements, and Monitor Travel Reimbursement

Introduction: To allow US physicians the opportunity to receive credit for attendance at international conferences, the American Medical Association (AMA) House of Delegates has established policy that allows for select international conferences to be approved for AMA PRA Category 1 Credits™ directly through the AMA Division of Continuing Physician Professional Development. In order for a conference to receive such credits it must meet established criteria and the sponsoring organization(s) must agree to certain terms and requirements as outlined below.

Sponsor Requirements

In order for a conference to be approved through ICR Program the sponsoring organization(s) must agree to do the following before, during and after the conference:

Before the conference

- Submit ICR application and all required attachments to the AMA at least 120 days in advance of the conference.
- Provide the evaluation summary and participant demographics for the last conference.
- Pay the required application fee upon submission of the ICR application.
- Use only language prescribed by AMA for advertisements and in program materials. Do not advertise “Credit has been applied for.” Advertising in this manner in advance of program approval violates AMA-PRA policies and shall be cause for non-approval of the conference.
- Register the AMA staff monitor assigned to the conference so that the monitor may participate in all sessions.
- Arrange for hotel accommodations for the AMA monitor at the headquarters’ hotel.
- Provide name and contact info for an onsite contact at conference.
- Notify, by email or other method, all US physician registrants of the opportunity to receive AMA PRA Category 1 Credit™ and all US non-physicians of the availability of a certificate of attendance within two weeks of the start date of the conference.
- Provide final schedule of educational sessions to AMA at least 60 days prior to the conference. Distinguish between satellite sessions or other activities developed by commercial entities that will not be approved for credit from educational sessions that may qualify for credit.
At the conference
- Provide a desk and signage (preferably in the conference registration area) for the AMA staff monitor.
- Duplicate and distribute credit claim forms provided by AMA to conference attendees (in registration packet or by other means.)
- Have a registration process or other mechanism to verify participants’ attendance at the conference

After the Conference
- Reimburse the AMA for travel expenses for an AMA monitor to attend the conference (reimbursed in accordance with AMA travel policies) within 30 days of receipt of invoice.
- Provide a list of all attendees to the AMA within 21 days of the close of the conference so that the AMA may verify participation for individuals who submit credit claim forms after the conference.
- Provide a summary of conference evaluations and final attendance figures (# total attendees, # physicians, # US physicians) to the AMA within 60 days after the close of the conference.

Criteria for Conference Approval

Applications will be judged based on the following criteria:

- The sponsoring organization(s) is not an ACCME accredited provider.
- The conference is:
  - Sponsored by
    - a not-for-profit membership organization with individual or organizational members in different countries
    - or
    - a joint effort of multiple not-for-profit organizations such as academic, research, government and/or membership-based institutions
  - Primarily for the purpose of convening an international audience to present education related to a medical specialty, disease or international health issue. The primary purpose of the conference is education and not commercial or travel-related.
- Conference presentations and conference materials are in English.
- The conference has a track record. This is not the first time the conference has been held.
- The content conforms to the following AMA definition of Continuing Medical Education:

  “CME consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public or the profession. The content of CME is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of the health care to the public [AMA House of Delegates policy #300.98].”
A multinational audience of physicians, including US physicians, is a primary target audience for the Conference.

The sponsor can describe how the need for the Conference was determined.

The sponsor has developed specific learning objectives related to the needs identified and will communicate these to the target audience.

The sponsor will provide a suitable learning environment for educational sessions.

Teaching formats are appropriate for the educational sessions.

Faculty and Planning Committee members are selected based on their expertise in the content area. Faculty and Planning Committee relationships with commercial entities are made known to the sponsoring organization.

Individuals who refuse to disclose relevant financial relationships will not be able to participate in the planning or participate as faculty.

Faculty and Planning Committee members’ credentials and relevant financial relationships with commercial interests are communicated to participants.

Communication will be provided to faculty ensuring that generic names will be used when possible

The sponsor will take reasonable steps to ensure that

- Educational sessions provide unbiased, evidence-based content and are free of commercial influence or bias
- Educational materials (slides, abstracts, handouts) will not contain advertising, logos, or product messages

The sponsor will ensure that industry/commercially sponsored activities or satellite sessions are clearly designated as not being eligible for AMA PRA credits.

Commercial interests will not directly pay honoraria or travel expenses for faculty.

Commercial support funds will not be used to pay travel expenses for non-faculty participants.

No promotional materials or sales activities will be allowed in the education room(s).

The sponsor has a mechanism to evaluate physician satisfaction and learning from educational sessions.

Fees and Payment

The following is the schedule of ICR fees and expenses:

- Application fees (subject to change without notice):
  - $10,000

- Travel reimbursement
  - Reimburse the AMA for travel expenses for an AMA monitor to attend the conference (reimbursed in accordance with AMA travel policies) within 30 days of receipt of invoice.

- Certificate fees:
  - Participants that request an AMA certificate of credit (physicians) or a certificate of attendance (non-physicians) will be charged a $35 USD
processing fee. This fee will be waived for physicians who are AMA Members. All certificates will be sent by email. (Credit claim forms must be submitted within 30 days of the end date of the conference.)

- Payments
  - The application fee must be submitted by wire transfer or check in advance of conference approval.

- Refunds
  - Should the conference not be approved, the application fees minus a $500 USD processing fee will be refunded to the sponsoring organization.
  - Should the conference be cancelled the application fee will be refunded minus $1,000 USD and the cost of any non-refundable travel reservations.

**Monitor Travel Arrangements and Reimbursement**

- Monitors traveling on behalf of the AMA are subject to AMA travel reimbursement policies (Attachment A).
- The sponsoring organization must confirm hotel accommodations for the AMA monitor at the conference headquarters hotel; charges for hotel expenses may be direct billed to the sponsoring organization.
- The AMA monitor will book airline reservations (upgradeable coach) through AMA’s travel agency, not through the sponsoring organization’s travel agent. Every attempt will be made to book economical fares.
- The AMA will provide a detailed report of the monitor’s expenses including copies of receipts for any expenditure over $25 USD to the sponsoring organization. (The AMA will submit the invoice and receipt copies via email. If you require the invoice and receipts to be mailed, we will add the additional cost to Federal Express the documentation to your invoice. We will not submit receipts for items under $25.00 in keeping with AMA policy.)
- Reimbursement to the AMA for the monitor’s travel expenses must be paid in accordance with AMA policies within 30 days of receipt of the AMA invoice.

**For Further Information or to Request an Application:**

- Please contact Mary Kelly at: mary.kelly@ama-assn.org, Phone: 312.464.4668
- If requesting an application, please indicate the following:
  - Title, dates and location of conference
  - Estimated number of physician attendees
  - Primary contact for application (name, organization, address, phone, fax and email)
  - That you have read the requirements and terms for conference approval as listed above.