AOA CO*RE REMS COURSE
2020 HOST TASKLIST

*Please note ALL host tasks listed below must be completed in order for hosts to receive payment.*

<table>
<thead>
<tr>
<th>AOA will supply the following program material as soon as we confirm our speaker:</th>
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<tbody>
<tr>
<td>o Needs assessment</td>
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<tr>
<td>o Speaker bio/ cv</td>
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<tr>
<td>o Speaker disclosure form</td>
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<tr>
<td>o Speaker Confirmation Letter</td>
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<tr>
<td>o CO*RE REMS presentation</td>
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<tr>
<td>o Paper Learner Assessment Forms (aka posttests) and/ or link to electronic Assessment</td>
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<tr>
<td>o Recommend a trained speaker</td>
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<tr>
<td>o Supply logo and sample language for marketing</td>
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HOST TASKS and RESPONSIBILITIES:

☐ Review, sign and return AOA CO*RE REMS Letter of Agreement to confirm course and acceptance of award

☐ Secure a meeting room to accommodate expected attendance

☐ Provide audio/visual equipment sufficient for a PowerPoint slide presentation

☐ Sponsors must communicate exact course location and any change in logistic to AOA Public Health Team and Speaker

☐ Identify a method of tracking and reporting attendance at the CO*RE REMS course, such as sign-in sheets, downloading online course registration lists, etc.

☐ Market Program
  o AOA will supply sample language and logos
  o Course must be offered FREE of charge and should not be scheduled as the last program or on the last day of the conference.

☐ Provide copies of marketing material used to promote the course, e.g., brochures, flyers, conference schedules, etc.

☐ Confirm whether you will administer Learner Assessments (aka post-test and evaluation) online or by paper
  o NOTE: If paper forms are used, hosts will be responsible for entering the data from the forms into Survey Monkey within 60 days of the course; AOA will supply a link for you to use

☐ If using paper forms, print and distribute the appropriate number of Learner Assessment Forms (aka post-test) for your audience

☐ Confirm receipt of Assessment Form or

☐ Confirm receipt of link to electronic Learner Assessment if using electronic forms
AOA CO*RE REMS COURSE
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☐ Confirm receipt of REMS presentation
☐ Contact speaker to ensure that s/he has hotel reservations, meeting location, and an onsite contact
☐ Apply for CME with all appropriate accreditors
☐ Return ALL of the following to the AOA, separated out from other sessions at your meeting:
  o REMS course Attendance Roster or documentation of course attendance
  o REMS Learner Assessment forms (if using paper)
  o Confirmation that REMS Learner Assessment Data has been entered into Survey Monkey (if using paper forms)
  o Copy of AOA CME Roster used to report CME credits; rosters can be generated from TRACME if needed
  o Speaker Evaluations

September 18, 2019