

QuickConnect Application Checklist

www.quickconnect.cfpc.ca

Program – Mainpro M1, 6 weeks before session / Mainpro C, 8 weeks before session

- Description of the venue (location, room, environment)
- Explanation of the CFPC member’s involvement in the planning of the program.
- Include a completed conflict of interest forms for all planning committee members. Click [here](#).
- Explanation on how the topics were selected
- Description of the learning sessions & social activity schedule
- Include the agenda
- Explanation on the process to be used to evaluate the program (Form, discussion group etc)
- Include the participant’s evaluation form
- Explanation of how the learning needs of the participants were considered
- Include the program needs assessment
- Explanation on how the learning needs were used to develop the learning objectives
- Include the program objectives
- Explanation on the cost assumed by participants (Meals, registration, material etc)
- Explanation on funding sources
- Explanation on the communication method used to inform the speakers of the format and learning objectives & the instructions they were given
- Explanation on the session format in relations to how participants can interact with each other and the time built in for questions and answers
- Explanation on how potential conflict of interest will be disclosed to participants
- Keep on file a conflict of interest forms for all speakers (Do not attach to Quickconnect for speakers) Click [here](#).
- Include the post-reflective activity exercise(s) (Mainpro-C programs only)
- Include all program content (PowerPoint slides, presenter materials, etc.)

Ethical Review – 5 business days before the session

- Include all promotional materials (Announcements, publicity in print or electronic media, posters etc)
- Include the invitations and/or correspondence with any potential attendees
- Include all participant material (Handout, certificate etc)
- Description of the venue (location, room, environment)
- Description of the meal(s)
- Description of the entertainment / social events
- Explanation on the cost assumed by participants (Meals, registration, material etc)
- Include a 3 Conflict of Interest Disclosure Slides for all speakers of the session. Click [here](#).

Important notes:

- ✓ Sponsor logos or branding of any kind may not be included in any of the materials used. Refer to page 64 of the Guide to Mainpro Accreditation for more details
- ✓ This checklist serves as a tool only, please refer to the Guide to Mainpro Accreditation for complete instructions

Click [here](#) to obtain the Guide to Mainpro Accreditation