



CLINICALLY MEANINGFUL RESPONSE IN MDD: A Multidisciplinary Approach

PROGRAM CHECKLIST

MEETING MATERIALS *(Available Online)*

- Customizable Flyer
- Facilitator Guide
- Post-test/CE Evaluation Form
- Sign-in Sheet
- Slide-audio program via URL provided
- Transmittal Sheet
- Workbook, electronic or printed


MEETING MATERIALS *(Onsite)*

- A computer with internet access and internal or external speakers
- An LCD projector and screen

FACILITATOR CHECKLIST

The program facilitator should check off each required step as it is completed.

1. Before the meeting starts:

- Print workbooks (if applicable), or send to attendees electronically in advance.
- Make sure correct AV equipment is in the room, set up, and tested. Please set up the computer, open your internet browser and go to the URL provided.
- Have attendees sign in on the sheet *(available for download)*.
- Download, copy and hand out a post-test/CE evaluation form to each attendee *(available for download)*.
- Click on the “Start Lecture” button at the bottom of the screen as shown: 

2. While the meeting is in progress:

- Go through the checklist.
- Stop for questions and answers and discussion as instructed at the end of the presentation.
- Provide instructions for generating and submitting online questions for the MDD experts (Questions can be submitted to MDDeducation@RMEI.com, see page 3 in Facilitator Guide).
- Ask each participant to complete the post-test/CE evaluation form provided.

3. Once the meeting has ended:

- As attendees depart, collect completed post-test/CE evaluation forms.

4. Within 24 hours of the meeting, return the following items to RMEI (see page 4 in Facilitator Guide):

- Sign-in sheet(s)
- Completed post-test/CE evaluations forms
- Completed program checklist
- Completed transmittal sheet (place on top of the materials to be returned)

Thank you for participating in this important educational initiative.
For more continuing education programs, please visit <http://www.RMEI.com>.