



## IMANA office of CME – Policies Regarding Honoraria and Reimbursement of Expenses

1. For all CME activities directly sponsored by IMANA, the CME Committee will be authorized to reimburse the speakers for reasonable travel, lodging, and meal expenses. Any such reimbursement arrangements must be made prior to the meeting and in writing. In some cases, meals may be provided to speakers as part of the course. The course registration fee may also be waived for speakers for the meetings taken place within United States. However speaker registration will not be waived for the international meetings.
2. Except in rare circumstances, honoraria will not be paid to speakers. The CME Committee Chair must approve any and all requests for honoraria payments to speakers, and the agreed amount must be included in the course budget.
3. If the amount of honorarium is or above \$600 then a W2 Form needs to be completed and will be on file prior to the activity.
4. In compliance with the ACCME CME's Standards of Commercial Support, no honoraria or reimbursement will be paid directly by the commercial supporter to a presenter or any other individual in relation to the given CME activity.
5. The CME Committee will regularly review this policy and make the appropriate changes and modifications according to prevailing standards set forth by Islamic Medical Association of North America, and the ACCME.
6. IMANA CME Travel policy all reimburse will be approved by the CME director and CME committee. Travel includes Airfare ticket, Food, and accommodations.

CME Chair Signature

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Ayaz M Samadani