

Organizers please note:-

- 1) Henceforth for all the CME's to be conducted from 1st January 2016, spot registration will not be considered for CME Credit points.
- 2) The list of registered delegates for all the CME's has to be finalised 3 days prior to the CME.
- 3) The final list of delegates has to be mailed to KMC email ID 3 days prior (M.S. Excel sheet available on KMC Website).
- 4) The certificates with the name and KMC registration number of the delegates printed on them have to be sent for signature by KMC Zonal Chairman / KMC members as specified in the letter to the organizer.
- 5) The signed certificates have to be handed over to the KMC observer before the CME starts.
- 6) The observer has the authority to strike off the certificates of those delegates who have not attended the CME and distribute those certificates only to the delegates who have attended the CME.

Duties and responsibilities of Observers for CME from 1st January 2016

- 1) The observer will be handed over the certificates (duly signed by KMC zonal Chairman/KMC member) before the start of CME by the organizers.
- 2) The observer has to distribute the CME certificates at the end of the programme only to the delegates who have attended the CME.
- 3) The observer has the authority to strike off the certificates of those delegates who have not attended the CME.
- 4) **The observer** has to fill the CME observer feedback form and **send it to KMC** within 7 days of CME.