



香港醫學會  
The Hong Kong Medical Association

FOUNDED IN 1920-INCORPORATED IN 1960 AS A COMPANY LIMITED BY GUARANTEE  
MEMBER OF WORLD MEDICAL ASSOCIATION AND CONFEDERATION OF MEDICAL ASSOCIATIONS IN ASIA & OCEANIA

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**Application Form for Accreditation of CME Activities**

*For application and enquiries, please contact the HKMA Secretariat at 2527 8452 or via email at [cme@hkma.org](mailto:cme@hkma.org)*

Organizer(s) \_\_\_\_\_

Name of Function \_\_\_\_\_

Topic(s) \_\_\_\_\_

Name of Speaker(s) \_\_\_\_\_

Date(s) \_\_\_\_\_

Time \_\_\_\_\_ (Lecture \_\_\_\_\_ to \_\_\_\_\_) (Q&A \_\_\_\_\_ to \_\_\_\_\_)

Venue(s) \_\_\_\_\_

Sponsor(s) (if any) \_\_\_\_\_

No. of Participants Expected \_\_\_\_\_ ( **I declare the function is open to all doctors, first come-first served**)

Registration/Enquiry Contact (Prof./Dr./Mr./Mrs./Ms./Miss) \_\_\_\_\_

(Tel. \_\_\_\_\_ Email \_\_\_\_\_)

Applicant/Coordinator/Person-in-charge \_\_\_\_\_ Email/Tel. \_\_\_\_\_

Authorized Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**I declare that I have not submitted the same application to other accreditors of the CME program for non-specialists of the Medical Council of Hong Kong.**

There is no need to submit an application for the same function to more than one CME Programme Accreditors because the result of accreditation will be circulated among all the CME Accreditors and Administrators for information and record.

The accredited MCHK CME point(s) will **ONLY apply to practicing doctors who are not taking CME Programme for specialists.**

**Points to Note:**

- (i) Please submit the following documents together with this application form:
  - A brief Curriculum Vitae of each speaker
  - Lecture substance of each talk/presentation which can be in the form of an abstract/ summary of the lecture and/or the pdf or powerpoint of the presentation file(s)
  - DETAILED Program(s)/ Outline(s) of the above function, including the sessions of Panel Discussion(s), Case Presentation(s), Examination(s), etc.
- (ii) All applications should be submitted **at least 7 working days before the commencement date.** Late applications and/or applications with insufficient information will NOT be processed.
- (iii) Please note that under the CME guideline of the MCHK revised on 6 January 2003, no retrospective accreditation application will be considered for locally-held CME activities which have not been accredited before their commencement date(s).
- (iv) To facilitate documentation of CME participation, please return **ALL Attendance Record Sheets to HKMA, HKAM, HKDU and DH (list of contacts in the attendance record sheet) within 2 weeks** after the function for our process. Please note that **NIL return is required.**
- (v) All information provided will be published in the HKMA CME Online Calendar for all doctors.