

## Smartsheet Activity Schedule (SAS) Column Descriptions

Column Title	Responsibility	Description
Activity	CME Coordinator	This will be your activity title with a link to your page within the CME Portal, EthosCE.
Status	Activity Coordinator	"Active" should be selected unless your session is canceled. If canceled, change this cell to "Canceled."
Topic	Activity Coordinator	Session topic for the scheduled session.
Session Objective(s)	Activity Coordinator	Learning objective for the scheduled session. Only one objective is necessary. <i>Ex. Learners will be able to distinguish the difference between two different heart sounds.</i>
Date	Activity Coordinator	Date of the scheduled activity session.
Time	Activity Coordinator	Time of the scheduled activity session. Please include a start and end time. <i>Ex. 7-8pm.</i>
Location	Activity Coordinator	The physical location of where your activity session will take place. If your session will be virtual, please include the name of the virtual platform. <i>Ex. Zoom.</i>
Virtual Info	Activity Coordinator	If your session will be virtual, and you would like the link to be posted on the CME Portal, please add it here. If you do not have virtual info, please add <i>N/A</i> .
Speaker	Activity Coordinator	The <b>email address</b> of the speaker for the activity session. If you have more than one speaker, reach out to your CME coordinator for assistance in creating additional Speaker columns.
Disclosure Response	Auto populated	This cell will auto populate with either " <i>Yes Relationship(s)</i> " or " <i>No Relationship(s)</i> " based on your speaker's financial disclosure form. If we do not have a disclosure form on file, it will auto populate as " <b>#NO MATCH.</b> "
Expiration Date	Auto populated	This cell will auto populate with the expiration date of your speaker's financial disclosure form. If we do not have a disclosure form on file, it will auto populate as " <b>#NO MATCH.</b> "
Date Delta	Auto populated	This cell will auto populate with the number of days between your activity session date and your speaker's financial disclosure expiration date. If your speaker's financial disclosure form is scheduled to expire <i>before</i> your activity session date, this negative number will turn yellow.
Disclosure Method? (Day of)	Activity Coordinator	Via the dropdown menu, indicate how the disclosure statement will be made before the session begins. A verbal statement can only be used in the case of no relevant relationships. Recommended language and templates can be found on the RSS training and course and will be emailed to the activity coordinator and speaker one day prior to the activity session. <i>Ex. Verbal Statement.</i>
Text in Code	CME Coordinator	After all green columns have been completed, your CME coordinator will add your six-letter text-in code. You will receive an email notification once this code is added.
CME_Disclosure Approval?	CME Coordinator	Used by the CME coordinator, this cell will display whether the activity session is approved, unapproved, waiting for response, or canceled.
Act Coord Contact	CME Coordinator	Contains the contact information of the activity coordinator(s) designated by the activity chair.
CME Coord Contact	CME Coordinator	Contains the contact information of the CME coordinator(s) designated by the CME office.
Actual Credits Offered	Auto populated	Total credits for the activity session assigned by the CME office. If your session is marked as cancelled, this value will change to zero.