

CEPD Event Cancellation

Approval Authority: CEPD Governance Committee

Established On: draft 2014 09 01

Amendments: 2024

1.0 POLICY STATEMENT

The CEPD Office will ensure due diligence to minimize event cancellation. Where the cancellation of an educational activity is unavoidable, a process will be in place to communicate with registered participants, speakers, sponsors, and others involved with the delivery of the activity.

2.0 SCOPE

This policy applies to the cancellation of all activities for which the CEPD Office is the physician organization or has been hired to provide 3rd party premiere program development and event management support. Reasons for cancellation may include financial, low registration, speaker cancellation, or inclement weather. Service agreements between the CEPD Office and a Scientific Planning Committee (SPC) will defer to this policy if it is necessary to cancel an activity. In cases where an event is cancelled due to financial concerns, the Event Cancellation Decision Document will be used to demonstrate the financial viability of the activity.

3.0 DEFINITIONS

For the purposes of this policy:

Activity: An educational offering that is part of the CPD provider organization's overall programming.

Registered Participants: Intended target audience members and other interested individuals who, in advance of an activity, provide contact information and may provide payment and other registration details to demonstrate their commitment to participating in an accredited activity.

Scientific Planning Committee: A group that includes representatives from all the identified target audience(s) that is responsible for: identifying educational needs, approving educational objectives; selecting educational methods, speakers, moderators, facilitators and/or authors; approving the content and delivery methods; and evaluating outcomes of the accredited CPD offering. (CACME)

Sponsor: An individual, group, corporation, organization, or entity that provides financial or in-kind support of any type (goods, services, funding, resources) for an accredited activity.
(CACME)

4.0 POLICY TERMS OR PROCEDURES

The NOSM University Continuing Education and Professional Development Office (NOSM U CEPD) reserves the right to cancel an educational activity in collaboration with the scientific planning committee when a situation arises that makes proceeding with the activity unsafe, educationally untenable, or not financially viable.

4.1 Determination of cancellation These determinations will be made using the following considerations (Note that other considerations may arise):

4.1.1 Inclement Weather: If weather conditions prohibit the safe travel of participants or speakers the event may be cancelled or postponed.

4.1.2 Educationally untenable: If a speaker(s) is unable to present and a replacement speaker cannot be found, or if there is a problem with the venue such as a structural issue, or an issue with the virtual platform, the event may be cancelled or postponed.

4.1.3 Not financially Viable: If after considering the expenses for the event it is determined that the revenue generated will leave the planning committee in a deficit, the event may be cancelled.

4.2 Notification of Cancellation

4.2.1 Registered participants will be notified as early as possible if an educational activity is cancelled and a full refund will be issued.

4.2.2 Speakers, facilitators, moderators will be notified of the cancellation as early as possible and will be compensated per the terms of their speaker contract.

4.2.3 Sponsoring organizations will be notified of cancellation as early as possible and will be refunded per the terms outlined in the sponsorship agreement.

4.2.4 Venues, catering and other vendors will be notified as early as possible, and refunds will be negotiated per the terms of each agreement/contract.

NOSM U CEPD will not be liable for any losses, damages or other expenses experienced by the registered participants that result from the cancellation of educational activities.

5.0 ROLES AND RESPONSIBILITIES

Where the NOSM University CEPD Office holds authority over the budget, sponsorship, collection of registration fees, contracts with vendors, and agreements with speakers, the CEPD Director may recommend cancellation and collaborate with the SPC and CEPD Coordinator to determine next steps. In some circumstances, the CEPD Director may be required to cancel the event independent of the SPC.

Upon cancellation of the event, the CEPD Coordinator and CEPD Event Coordinator will ensure communication with all affected by the cancellation.

6.0 INTERPRETATION

Questions regarding the interpretation of or application of this policy or its procedures will be referred to the Director, CEPD Office at cepd@nosm.ca.

6.0 RELATED DOCUMENTS

University Documents and Information

- [CEPD Office Service Agreement Template](#)
- [Event Cancellation Decision Tool](#)
- [Sponsorship agreement template](#)

Legislation and Information

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AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: CEPD Governance Committee
- b. Responsible Officer:
- c. Procedural Authority:
- d. Procedural Officer:

Review and Revision History

Review Period: 1 year or as required

Date for Next Review: 2025 07

Development History – this section will be deleted when the policy is finalized and ready for review/approval

Date	Action
December 18, 2014	Draft
June 2024	Draft Updated to include detail Approved – June 21, 2024

