



COI/CME Presentation Review Flow for Reviewers

Version 1.0

January 2024

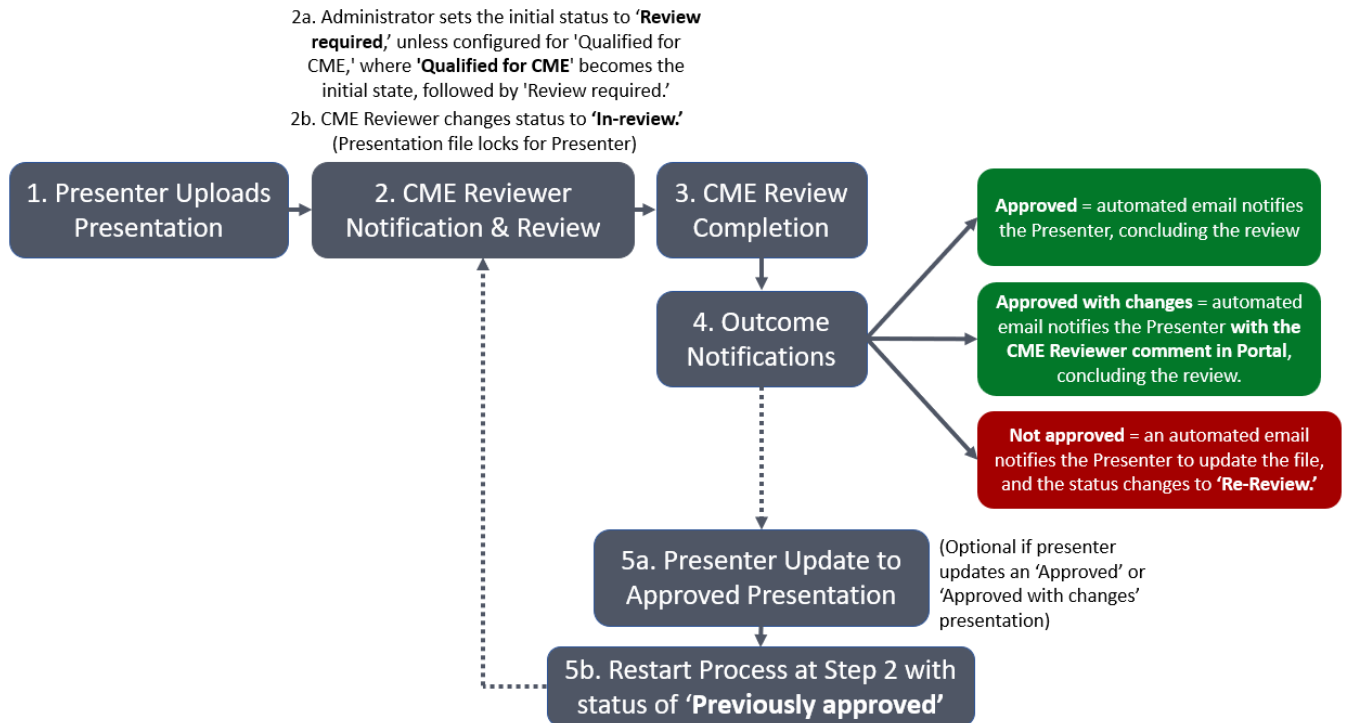
FOR PROFESSIONAL USE ONLY

© 2024 CTI Meeting Technology. All rights reserved. cOASIS and the cOASIS logo are service trademarks of CTI Meeting Technology. The information in this document belongs to CTI Meeting Technology. It may not be used, reproduced or disclosed without the written approval of CTI Meeting Technology.

Notice of non-liability:

CTI Meeting Technology is providing the information in this document to you AS-IS with all faults. CTI Meeting Technology makes no warranties of any kind (whether express, implied or statutory) with respect to the information contained herein. CTI Meeting Technology assumes no liability for damages (whether direct or indirect), caused by errors or omissions, or resulting from the use of this document or the information contained in this document or resulting from the application or use of the product or service described herein. CTI Meeting Technology reserves the right to make changes to any information herein without further notice.

CTI Meeting Technology does not guarantee that the features described in this document will be announced or made available to anyone in the future.



1. Presenter Uploads Presentation:

- a. Presenter logs into the Portal and uploads the presentation.

2. CME Reviewer Notification and Review:

- a. CME Reviewer receives an email about the uploaded presentation.
- b. CME Reviewer logs in, may complete an optional form, and changes CME status to "Review required" (**ONLY** if the previous step was "Qualified for CME," otherwise, the initial status after a presentation upload is "Review Required").
- c. CME Reviewer then locks the file by changing the status to "In-review," preventing further updates by the presenter.

3. CME Review Completion:

- a. CME Reviewer updates status to "Approved," "Approved with changes," or "Not approved."

4. Outcome Notifications:

- a. If "**Approved**," an automated email notifies the Presenter, concluding the review.
- b. If "**Approved with changes**," an automated email notifies the Presenter with the CME Reviewer comment in Portal, concluding the review.
- c. If "**Not approved**," an automated email notifies the Presenter to update the presentation, and the status changes to "Re-Review."

(Optional)

5a. Presenter Update to 'Approved' or 'Approved with changes' Presentation:

- Presenter may delete and upload a new file.
- CME status changes to "Previously Approved," notifying the CME Reviewer.

5b. Restart Process:

- The CME Review workflow restarts from step 2.