

**Sample letter of agreement for jointly sponsored CME activities. Words in bold need to be replaced for the specific activity. The letter needs to be typed on UIC department letterhead.**

LETTER OF AGREEMENT  
UIC DEPT. OF **EMERGENCY MEDICINE** AND  
**THE FOUNDATION FOR EDUCATION AND RESEARCH IN NEUROLOGICAL EMERGENCIES**

In reference to **Topics in Acute Neurological Emergencies** on **June 5, 2005** in **Boston, MA**, the UIC Department of **Emergency Medicine** and the **FERNE** agree to the following:

1. The University of Illinois at Chicago (UIC) Department of **Emergency Medicine** will be represented by the Activity Director, **Dr. Edward P. Sloan**. **FERNE** will be represented by **Charrise M. O'Neill, RN, BS, CCRC, Executive Director**.
2. The UIC Department of **Emergency Medicine** will jointly sponsor this activity with **FERNE**.
3. **Dr. Edward P. Sloan** and the UIC Department of **Emergency Medicine** in consultation with **FERNE** will have final approval over the selection of topics and speakers for the conference. Dr. **Sloan** takes responsibility for all decisions regarding faculty and academic content..
4. **FERNE** will attend to all administrative tasks associated with the conference, including publicity, registration of participants, payment of honoraria and expenses to speakers.
5. All monies, whether in the form of unrestricted educational grants from pharmaceutical companies or registration fees from participants, will be collected and disbursed for the administration of the program by **FERNE**, acting as agent for the UIC Department of **Emergency Medicine**.
6. The UIC Department of **Emergency Medicine** reserves the right to continuous review of the collection and disbursement of funds by **FERNE** on its behalf.
7. The UIC Department of **Emergency Medicine** and the **FERNE** will be identified as joint sponsors of the conference on all mailings and brochures.
8. This agreement reflects the understanding of the signatories below.

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**Edward P. Sloan, MD MPH, FACEP**  
UIC Department of **Emergency Medicine**

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**Charrise M. O'Neill, RN, BS, CCRC**  
**Executive Director, FERNE**