Continuing Medical Education
CONFERENCE PLANNING SERVICES

This guide has been created for you by the Conference Planning team at UF Continuing Medical Education.

UF CME offers full planning services for your in-person or virtual event.

Visit cme.ufl.edu/planning-services/ for more information or to contact us. We'd love to see how we can help!

TAKING ATTENDANCE FOR VIRTUAL EVENTS

For an archived version of these instructions for use with an older version of Qualtrics, click here.

CME Requirements for Attendance Reporting

The following items are required to be submitted to the CME Office by the program administrator to report CME credit:

1. First Name
2. Last Name
3. Credentials
4. Provider License #
5. Email Address

Collecting Attendance

Zoom allows you to collect registrations for your program with an internal registration system. For instructions on how to set up Zoom Registration and export attendance from Zoom, view our **Zoom Registration Resource**. If you are not using the Zoom Registration Feature, you will need an alternate method to collect participant information.
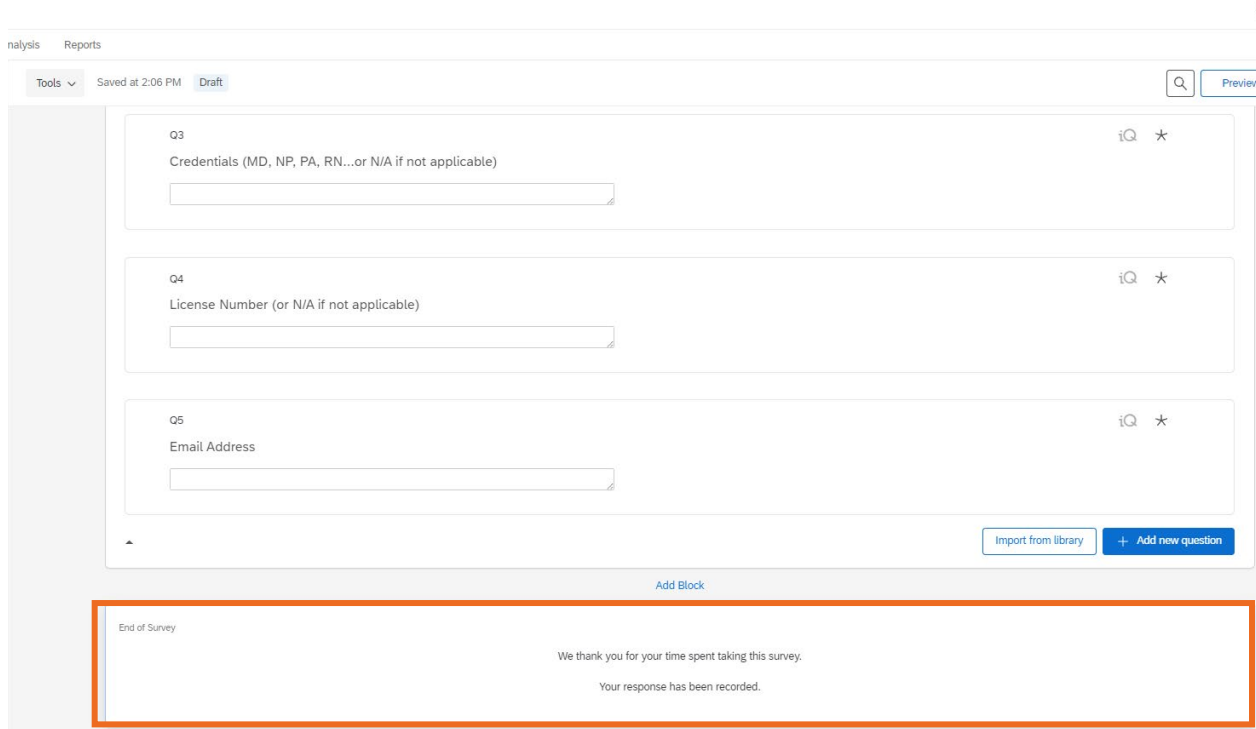
Using Qualtrics (as demonstrated below), or another form collector (such as Gravity Forms on your UF WordPress Website), collect the required information and redirect the form to the Zoom Link:
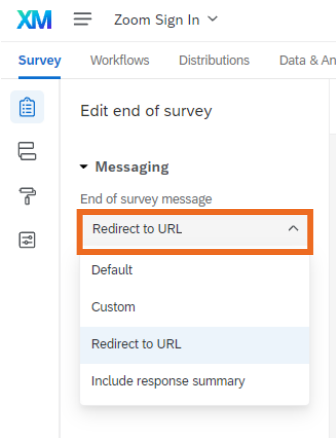
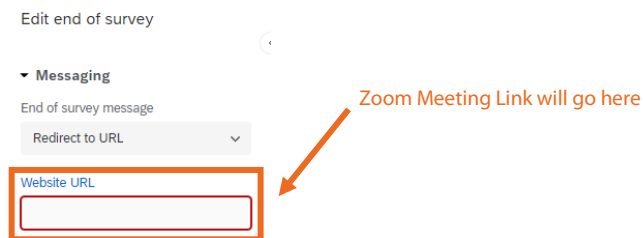1. Set up survey in Qualtrics with required fields.

2. While in Edit mode for your survey, scroll to the End of Survey message, and click in this box.

3. In the sidebar, click "Redirect to URL" from the dropdown menu.

After selecting Redirect to URL, you will enter the Zoom Meeting Link in the box that appears below.
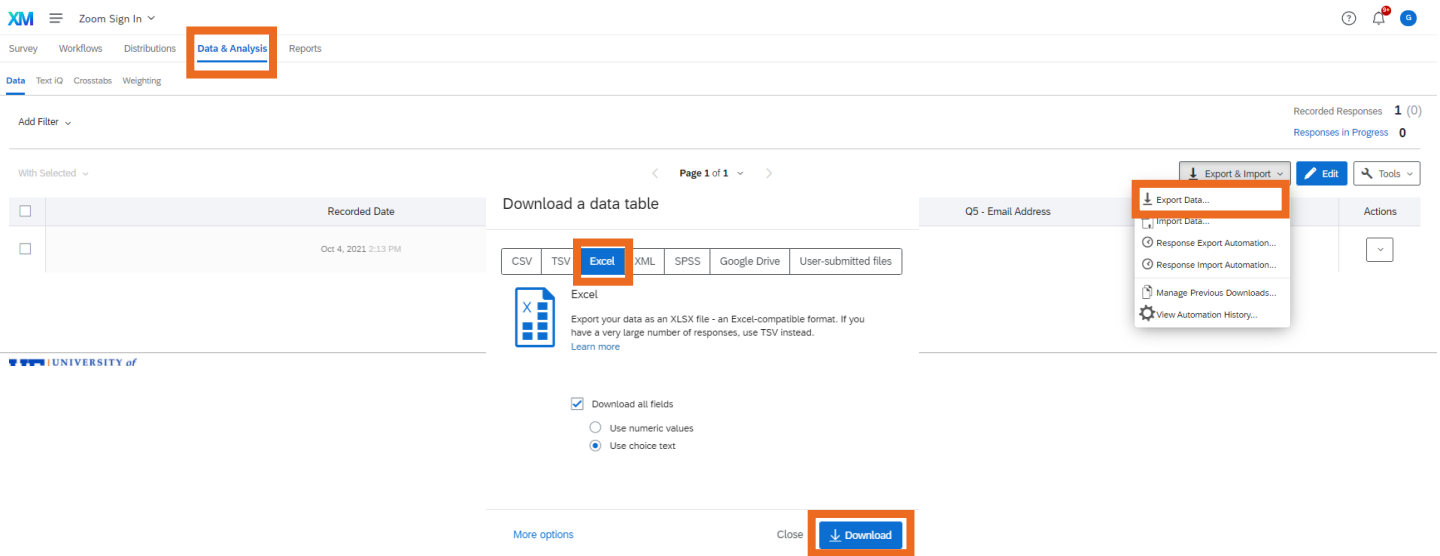

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4. The link you will distribute to attendees to join the meeting will be the Qualtrics/Survey link, which can be found under "**Distributions**" » "**Anonymous Link**"

This will be the link you distribute to attendees to
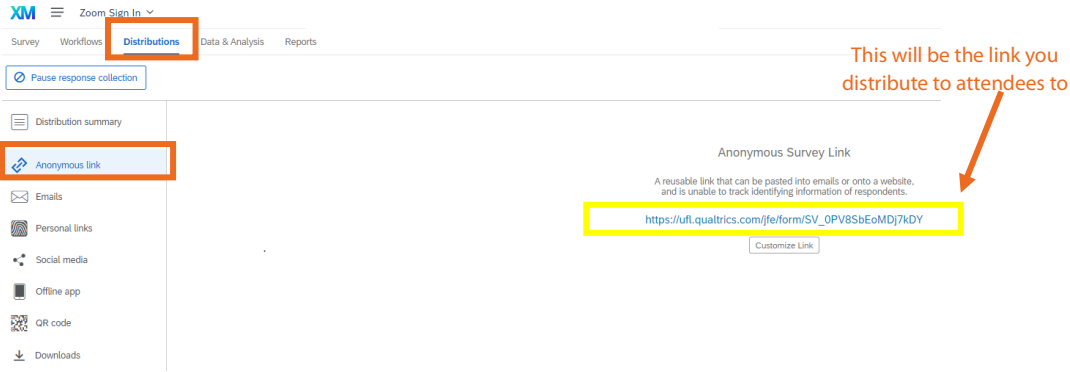
Exporting and Submitting Attendance to the CME Office

1. Export data from Qualtrics Survey (Data & Analysis -> Export Data -> Excel -> Download)

2. Transpose exported data into [CME Attendance Sheet](#), fill out the remaining information at the top Excel, and email to the CME Contact that you have been working with to accredit your program.