

### **Protocol for Posting CME Approved Presentations on SJ Intranet**

- Please note: only CME approved power point presentations will be posted
- Academic Material Release Form must be signed by the author of the educational information to be posted
- Forward signed Release Form to Dawn Reddin @reddind@sjhmc.org along with a PDF file of the material to be posted
- Information will be posted to the St. Joseph's Intranet only not the website
- To locate posting:
  - Access SJ Intranet
  - Main page
  - St. Joseph's Web Content listing
  - CME Conference
- Posting will be listed under host department
- Audio presentations must go through the audio/visual department for posting