

CPD OFFICE EVENT CANCELLATION

Approval Authority: CPD Office Governance

Established On: 2014 09 01

Amendments: 2026 06 18

Category: Continuing Professional Development

1.0 POLICY STATEMENT

The CPD 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 activity's delivery.

2.0 SCOPE

This policy applies to the cancellation of all activities for which the CPD 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 CPD 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**(Educational) Activity:**

An educational offering that is part of the Continuing Professional Development (CPD) provider organization's overall programming or one for which the CPD provider organization grants credit(s).

Participant:

Intended target audience members and other interested individuals, who enrolled in a CPD activity by providing contact information, payment of fees (as requested), and other registration details to demonstrate their commitment to participating in an accredited activity.

Participants are responsible for identifying their own gaps in knowledge, skill or attitude, actively participating in filling them, and keeping track of their learning gains.

Scientific Planning Committee (SPC):

A group of target audience representatives responsible for identifying the educational needs of the intended target audience; developing educational objectives; selecting educational methods; selecting SPC members, speakers, moderators, facilitators and/or authors; developing and delivering content; and evaluating the outcomes of a certified CPD activity. SPCs may also include educational experts and people with lived experience (PWLEs).

Representatives of a commercial interest (e.g., pharmaceutical company, medical cannabis producers/providers, medical device company, or marketing or communication firm) cannot participate as members of the SPC, nor may they participate as observers, scribes, etc., for SPC activities or meetings.

Sponsor:

A company, organization, institution, government agency or other entity (for-profit or not-for-profit) that contributes financial or in-kind resources to a CPD course or other activity.

4.0 POLICY TERMS OR PROCEDURES

The NOSM University Continuing Professional Development Office (NOSM U CPD Office) 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

Determinations will be made using the following considerations.

Note: 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 Unattainable

If a speaker(s) is unable to present and a replacement speaker cannot be found, or if the venue has a problem, 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, and moderators will be notified of the cancellation as early as possible and will be compensated according to the terms of their speaker contracts.

- 4.2.3 Sponsoring organizations will be notified of cancellation as early as possible and refunded according to 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.

5.0 ROLES AND RESPONSIBILITIES

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

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

6.0 INTERPRETATION

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

7.0 RELATED DOCUMENTS

University Documents and Information

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

AUTHORITIES AND OFFICERS

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

- a. Approving Authority: CPD Office Governance Committee
- b. Responsible Officer: Associate Dean, CPD Office
- c. Procedural Authority: Director, CPD Office
- d. Procedural Officer: Director, CPD Office

Review and Revision History

Review Period: 1 year or as required

Date for Next Review: 2026 09

Date	Action
2014-09-01	Created
2014-12	Approved at CEPD Advisory
2024-06-21	Approved at CEPD Advisory Committee
2025-05-01	Approved at CPD Office Governance Committee
2026-06-18	Updated to reflect CPD Name Change from CEPD