

## Approval of Archived Versions of Live-streamed Events and Webinars

We approve live-streamed events and webinars and currently include 4 weeks of free approval for the archived version. For additional archived approval beyond the 4 weeks, please attach this form to Step 7 of your application for a live-streamed event or webinar. You will be required to provide the CPD office with a link to your archived version promptly after the live event and certainly within 2 weeks. The archived event will be subject to a quick review to ensure that there is no promotional activity linked to the recording or obvious bias in the educational material. In order to ensure that viewers are aware that some of the information may no longer be up-to-date when they view it, you will be required to include a statement to the effect that the content provided is believed to be a balanced view of the subject matter at the time of the live event but that it does not take into account material published since then.

Provided the review is satisfactory, you will be notified that the event has been approved for archived access for up to a year from the date of the live event and the CPD team will include an additional event code on your application for this.

Upon receiving your application, the CPD team will send a payment link. The fee for archived access beyond 4 weeks is £50 plus VAT per live-streamed event or webinar application (reduced to £25 plus VAT for providers with no income stream or sponsorship).

While waiting for approval, we recommend using this text: **‘The Federation of the Royal College of Physicians has approved archived access to this event for y external CPD points for 4 weeks after the event, application for approval beyond 4 weeks in progress’**. Once approved, you may use this text: **‘The Federation of the Royal College of Physicians has approved archived access to this event for y external CPD points until dd/mm/yy’**.

For assistance, please email [CPDApproval@rcplondon.ac.uk](mailto:CPDApproval@rcplondon.ac.uk) or call 020 3075 1309.

### Step 1. Basic details

Title	
Code	
Organisation	

### Step 2. Archived access and login details

Website/URL	
Username	
Password	
Approval Duration	1 year

### Step 3. Additional details

<b>Commercial influence</b>	Please confirm statements on commercial influence from the original live-streamed event or webinar still apply. Our ‘Guidance on the involvement of pharma companies and device manufacturers’ can be found under ‘Downloads’ <a href="#">here</a> , along with our general guidelines.  Yes    No
<b>Mandatory statement</b>	Please confirm your archived version, hosting platform and wherever else applicable will state the following: ‘This information was up-to-date at the time of the presentation but does not take into account material published since then’.  Yes    No