

EVENT SUBMISSION

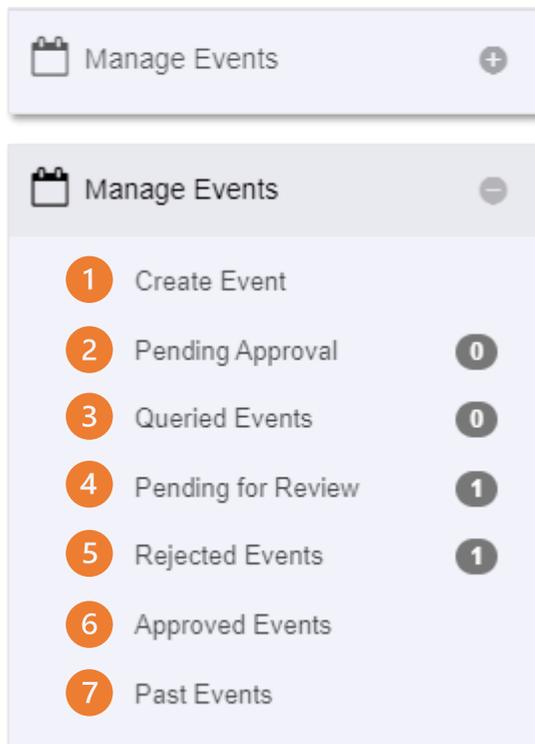
(VIA MMA CPD SYSTEM)

EVENT SUBMISSION

IMPORTANT

1. An automated email will be sent to the registered organisation email to notify that the MMA CPD Provider application has been **Approved**.
2. Kindly fill in all the asterisk (*) columns before submitting the application.
3. All applications should be submitted via the MMA CPD System not less than 30 days before the date of the CPD event for verification and accreditation of CPD points. Incomplete/ inadequate information may delay the process.
4. Late and backdated event applications will not be processed.

EVENT SUBMISSION *cont.*



- Login to MMA CPD System and click “**Manage Events**”.

1. Click “**Create Events**” to create new event applications.
2. After submission, the application will be displayed in “**Pending Approval**”.
3. In case of any issue with the application, MMA CPD Department will send a query to the provider, and this can be viewed in “**Queried Events**”.
4. If there is no issue, the application will be processed and sent to “**Pending for Review**”. The application cannot be amended/ edited after that.
5. Rejected applications will be displayed in “**Rejected Events**”. If there are any changes in the application, providers are allowed to amend and resubmit the application by clicking “**Update And Resend For Approval**”.
6. Approved applications will be displayed in “**Approved Events**”. Providers can click on the Event ID Code (*CPDE00000*) to view the CPD points accredited.
7. Once events have been completed and ended, the applications will be displayed in the “**Past Events**”.

CREATE EVENT

NEW CPD APPLICATION - Please note the following information will be advertised via the MMA Mobile App: ①

Please Click Here: [Guidelines For CPD Providers](#)

For Android Application: [Android Scanner App](#)

For iOS Application: [iOS Scanner App](#)

②

DISCLAIMER: MMA strictly adheres to the Personal Data Protection Agreement (PDPA), the information of CPD Providers and Participants personal details is confidential. You must not modify, distribute or sell any software information, products and services obtained from the MMA CPD System and the MMA Website. Any changes done by the CPD Provider after the approval has been obtained will not be allowed and MMA shall not be held responsible.

Click “**Create Event**” to create new event applications.

1. Once the event applications has been approved, the information submitted will be advertised via the MMA Mobile App (MMA Events).
2. **GUIDELINES** for the CPD Provider and MMA Scanner.

CREATE EVENT *cont.*

Event ID	AUTO	1
Title	*	2
Organizer	MMA HQ EVENTS	3
Password		4
Location	*	5
Event State	* -- Please Select --	6
Event Site	* <input type="radio"/> Physical <input type="radio"/> Online <input type="radio"/> Hybrid	7
Event Address		8
	Please key in the full address of the venue for the event.	
Latitude		9
Longitude		

To Know your location's Latitude and Longitude (Decimal Degrees) Please [visit](#).

1. **“Event ID”**: It will be auto-generated once the application is submitted.
2. **“Title”**: The event title must be related to medical discussion and shall not include pharmaceutical or medical devices company/ drugs/ trade name *etc.*
3. **“Organizer”**: The Provider name will appear automatically.
4. **“Password”**: Temporary password for the MMA Scanner.
5. **“Location”**: Indicate the venue of the event.
6. **“Event State”**: The state of the event location. Provider shall choose the state from the drop-down. *E.g., Selangor.*
7. **“Event Site”**: The event will be conducted in physical/ online/ hybrid mode. (*tick one*)
8. **“Event Address”**: Provide the full address of the venue of the event.
9. **“Latitude & Longitude”**: It is important in case Google’s reverse geolocation services do not work. Coordinates can be obtained by clicking on **“visit”** below the Longitude box.

CREATE EVENT *cont.*

Contact person in charge of the event organization

Contact Person Details *

Name	Designation	Phone No.	email
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Event Contact Person

Name *	<input type="text"/>
Designation *	<input type="text"/>
Phone No. *	<input type="text"/>
Email *	<input type="text"/>

2

Submit

3

1. **“Contact Person’s Details”**: These details will appear in the MMA mobile app under “Event Manager”. Click on  button to add contact person’s details. Provider can add more than one (1) person in charge for RSVP.
2. Key in **Event Contact Person’s** name, designation, phone no., and email for RSVP.
3. Once update, click  .

CREATE EVENT *cont.*

CPD Application Details

Company Logo or Event Flyer *
Size: 1500 x 500 px (3:1 Aspect Ratio)

Drop files here or click to upload. **1**

Allowed File Types .jpeg, .jpg, .gif, .png

The following requirements are **mandatory** for CPD points accreditation in the field below. **Brief description based on the Event Title**, **List of Topics**, **Limited to how many Pax**, **Website link**, **Organiser's Name, Phone Number & Email Address** for Delegates to directly RSVP.

Event Synopsis & Organisers' Information * **2**

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

← → + ▾ Formats ▾ 11pt ▾ **B** *I* [List of icons]

[List of icons]

0 WORDS POWERED BY TINY

1. **“Company Logo or Event Flyer”**: This image will be displayed on the MMA mobile app. Provider shall upload their company logo or event flyer. Please provide an image with a 3:1 ratio (width is twice the size of height) or 1500 x 500 pixels. File types are .jpeg, .jpg, .gif, and .png. Do not upload .pdf/ .docx/ .xlsx format.
2. **“Event Synopsis & Organisers’ Information”**: Provider can indicate other event details in this column as below;

Event Description: *What this event is about*

List of Topics: 1. *Title discussion.*
2. *Title discussion.*

Website Link for further details: www.events.example.

RSVP Contact details: 0123456789 and abc@email.com.my

Limited to 00 pax, based on first come first serve.

***IMPORTANT NOTE:**

1. *Please do not include the date/ time/ venue/ agenda in the event synopsis.*
2. *Once the event has been submitted/ approved, providers are allowed to amend any details in the event synopsis.*

CREATE EVENT *cont.*

Event Start Date * DD/MM/YYYY

Event Starting Time * (24 Hours Format)

Event End Date * DD/MM/YYYY

Event Ending Time * (24 Hours Format)

1

2

Nov 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

09 : 30

1. **“Event Start Date & Event End Date”**: Provider is required to select the event start and end date from the calendar format provided according to the event program.
2. **“Event Starting Time & Event Ending Time”**: Provider is required to select the event starting and ending time (*in 24 hours format*) from the format provided according to the event program.

**IMPORTANT NOTE: Do not type the date and time by yourself.*

CREATE EVENT *cont.*

Speaker Details *

Name Synopsis

 **1**

Speaker Information

Name * | **2**

Synopsis

Display Picture  **3**

Drop files here or click to upload.

Allowed File Types .jpeg, .jpg, .gif, .png

File Uploads *

File(s)

 **4**

Submit **7**

Upload File

Upload Document (.pdf only) *

Drop files here or click to upload. **5**

Submit **6**

Speaker Details

1. Click on  button to add speaker details. Provider can add more than one (1) speaker.
2. Key in the speaker's name.
3. Provider may also include speaker's brief information under "**Synopsis**" and add speaker photo under "**Display Picture**".
4. Click on  button to add the speaker's CV.
5. Drag and drop OR upload the file under "**Upload Document**". The file type is .pdf only. Do not upload the file in .docx/ .xlsx/ .jpeg/ .png format.
6. Once uploaded, click  .
7. Click  once again after all details have been completed.

CREATE EVENT *cont.*

Sponsors or Co-organizers details

Name	Sponsor Image	Link	Description
			
Sponsor Details			
Name *	<input type="text"/> 		
Link	<input type="text"/>		
Description	<input type="text"/>		
Sponsor Image	<div style="border: 1px dashed gray; padding: 5px; text-align: center;"> Drop files here or click to upload. </div> 		
Allowed File Types .jpeg, .jpg, .gif, .png			
			

Sponsors or Co-organizers Details

1. Click on  button to add sponsors/ co-organizers details. Provider can add more than one (1) sponsor/ co-organizer.
2. Key in sponsors/ co-organizers' names.
3. Provider may also include or add sponsors/ co-organizers' website link under "**Link**", a short brief under "**Description**" and a logo/ photo under "**Sponsor's Image**".
4. Click  once done.

CREATE EVENT *cont.*

Filters

Specialist Filter Category *

1

MMA CPD FOR OFFICE USE ONLY – Please note the following information will NOT be advertised via the MMA Mobile App.

Target Audience *

2

Itinerary (5MB Maximum) *

Drop files here or click to upload.

3

Allowed File Types .pdf

Additional Documents (5MB Maximum)

Drop files here or click to upload.

4

Allowed File Types .pdf

1. **“Specialist Filter Category”**: Event specialty/ field category. Provider can refer to the doctor in charge of CPD in your organization.
2. **“Target Audience”**: Targeted participants/ delegates. *E.g., Medical Practitioners/ Medical Officers/ Nurses.*
3. **“Itinerary”**: Drag and drop OR upload the itinerary/ event program.
4. **“Additional Documents”**: Memo, letter, etc. regarding to the event.

***IMPORTANT NOTE:**

1. File type is .pdf only. Please do not upload the file in .docx/ .xlsx/ .jpeg/ .png format.
2. Information under 2, 3, and 4 will NOT be advertised in the MMA Mobile App.
3. An application that includes a public audience will be processed without CPD points for the delegates. Only the speaker(s) is/are entitled to the CPD points.

CREATE EVENT *cont.*

S.O.P. Agreement

Rules and Regulations * Agree

I UNDERSTAND AND WILL ABIDE BY THE [PROVIDER TERMS AND CONDITIONS](#)

PROVIDER TERMS AND CONDITIONS

mma MALAYSIAN MEDICAL ASSOCIATION

MALAYSIAN MEDICAL ASSOCIATION (MMA) CPD SYSTEM STANDARD OPERATING PROCEDURE

1. All applications shall be submitted 30 days before the event date via the online MMA CPD System for accreditation of CPD points by the MMA CPD. Process would take within 30 days. Submit earlier to avoid delay as the review would not be guaranteed on time as we are receiving high volume of applications on a daily basis.
2. Late applications or postdated applications submitted after the event date will not be accepted.
3. All approved CPD events is mandatory to be advertised on the MMA CPD Mobile application.
4. Doctors that request to attend the CPD events held in Malaysia, must RSVP to the Organiser directly.
5. Please DO NOT indicate the "number of CPD Points" OR "CPD points will be awarded" on documents/ flyers/ agenda before the CPD review.

1. Tick on Agree box under "Rules and Regulations" and please read the SOP.
2. Once read, close (x) the window and make sure the box is ticked .
3. Click to submit the application for approval.

APPROVED EVENT

1. An **automated email** will be sent to the registered organization's email to notify that the event application has been **Approved**.
2. Please note on the **CAN** and **CAN'T** edit after the approval has been obtained;

CAN

- ✓ Password.
- ✓ Location.
- ✓ Event State.
- ✓ Event Address.
- ✓ Latitude & Longitude.
- ✓ Contact Person Details.
- ✓ Company Logo.
- ✓ Event Flyer.*
- ✓ Event Date & Time.*
- ✓ Speaker's Details - to add, remove or replace.*
- ✓ Sponsor's Details - to add, remove or replace.
- ✓ Specialist Filter Category - to add or remove the filter option.

* Please notify the MMA CPD Department via email.

CAN'T

- × Title.
- × Event Site.
- × Event Synopsis.
- × Target Audience.
- × Itinerary.
- × Additional Documents.

For any amendments requested, the application will be sent back for the approval process 30 days prior to the event date.