Speaker Instructions

Step 1: Go to http://icmes.inova.org
Step 2: Log-in with your ICMES username and password. Please note sign-in credentials may be different than the Inova username and password and first time you will be required to update your temporary password.

Step 3: Update your profile; a red asterisk indicates the required fields.
Step 4: Once you have successfully updated your profile, you will be prompted to complete the Faculty Disclosure. Complete the disclosure and click the submit button. Please note this is a one-time disclosure which will be valid for a full calendar year.

Step 5: On the ‘My Assigned Activities’ page click the ‘View Assignments’ button to see the complete activity details including the required forms specific to that activity.
Step 6: Click on the forms with a red flag, which the form is required. Once a form is complete, the form status will update to ‘Complete.’ All required forms must be completed before the event may be opened for attendees to claim credit. You may view or email your speaking schedule from this page.

Helpful Hints
Preview Speaking Activity. Each event title is a hyperlink. Click this link to view a detailed preview of the event.

Updating Forms. Some forms may be updated even after the form is marked complete. To update a form, simply click on the form title. You may also click “View/Print” to see and print a hard copy of the form for your records.

For additional support, email cme@inova.org or call 703-204-3353.