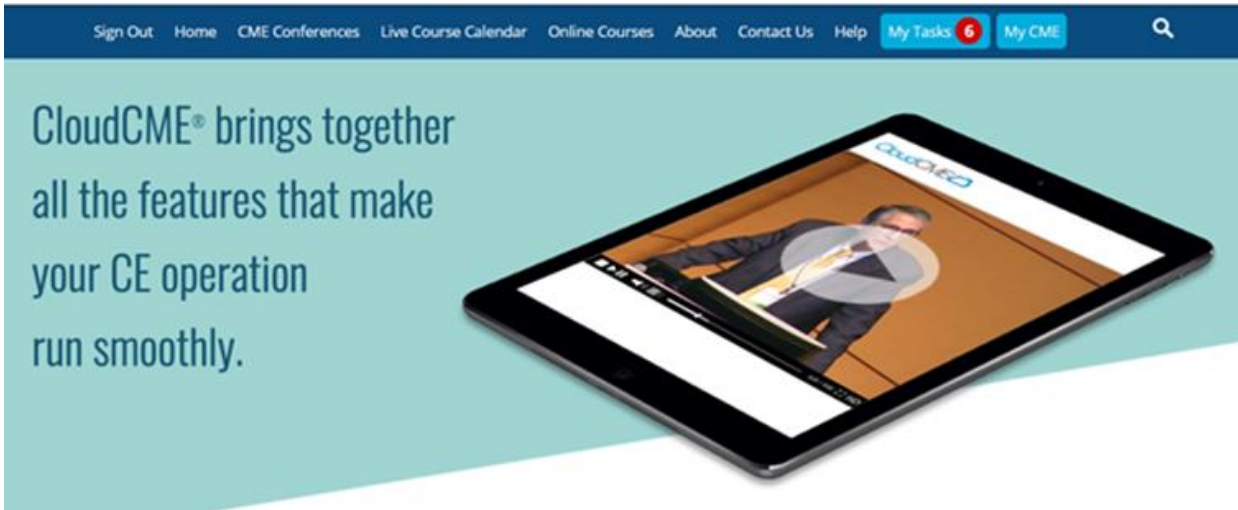
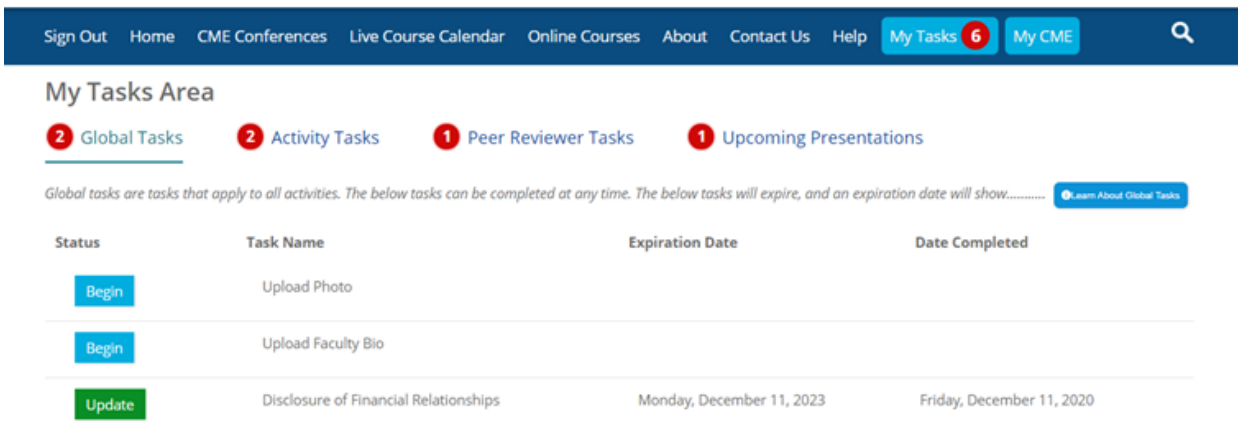


Below are the screenshots for the **My Tasks** area of the Attendee Portal.



The **My Tasks** area allows faculty, planners, and peer reviewers to view system tasks and activity tasks in CloudCME®. Also, peer reviewers can begin the peer review process.



My Tasks Area

[2 Global Tasks](#)
[2 Activity Tasks](#)
[1 Peer Reviewer Tasks](#)
[1 Upcoming Presentations](#)

Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show..... [Learn About Global Tasks](#)

Status	Task Name	Expiration Date	Date Completed
Begin	Upload Photo		
Begin	Upload Faculty Bio		
Update	Disclosure of Financial Relationships	Monday, December 11, 2023	Friday, December 11, 2020

The **Global Tasks** area displays assigned system tasks such as uploading a photo, a faculty bio, or updating a disclosure.

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My Tasks Area

2 Global Tasks 2 Activity Tasks 1 Peer Reviewer Tasks 1 Upcoming Presentations

Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show..... [Learn About Global Tasks](#)

Status	Task Name	Expiration Date	Date Completed
Begin	Upload Photo		
Begin	Upload Faculty Bio		
Update	Disclosure of Financial Relationships	Monday, December 11, 2023	Friday, December 11, 2020

The **Activity Tasks** area displays assigned activity tasks such as audiovisual requirements, presentation release forms, and availability.

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My Tasks Area

2 Global Tasks 2 Activity Tasks 1 Peer Reviewer Tasks 1 Upcoming Presentations

Click on each upcoming activity below to view tasks assigned to that event and to complete each task..... [Learn About Activity Tasks](#)

The Innovative Health Care Leader: From Design Thinking to Personal Leadership - 08/05/2021 - 08/05/2021 ^

Status	Task Name	Due Date	Date Completed
Begin	Audio Visual Requirements	08/01/2021 12:43 PM	
Begin	Topic Suggestion Form	08/01/2021 12:43 PM	

The **Peer Reviewer Tasks** area allows peer reviewers to begin the peer review process. Peer reviewers can download presentations, submit suggested revisions, and approve/reject presentations from this screen.

The screenshot shows the 'My Tasks Area' with a navigation bar at the top containing 'Sign Out', 'Home', 'CME Conferences', 'Live Course Calendar', 'Online Courses', 'About', 'Contact Us', 'Help', 'My Tasks' (with a red badge '6'), and 'My CME'. Below the navigation bar, the 'My Tasks Area' header is followed by four tabs: 'Global Tasks' (2), 'Activity Tasks' (2), 'Peer Reviewer Tasks' (1, selected), and 'Upcoming Presentations' (1). A message states: 'Below are pending peer review tasks. Click the review button on any task in order to begin a peer review. You can also see information on your past reviews below.....'. The 'Pending Reviews' section contains a task card for 'Allison Bergstedt, MD' with details: 'Intro', 'Thursday, August 5, 2021', a download icon for 'ColorectalOncology_2018_Brochure.pdf', a 'Download Disclosure' link, and a 'Follow-up Review' button. The 'Previous Reviews' section is currently empty.

The **Upcoming Presentations** area displays assigned presentation tasks for specific activities. Users can download presentations, view requested revisions, and upload revised presentations from this screen.

The screenshot shows the 'My Tasks Area' with the same navigation bar as above. The 'Upcoming Presentations' tab (1) is selected. A message states: 'Upcoming presentations will display here when an upload is needed.'. The 'Upcoming Presentations' section contains a task card for 'The Innovative Health Care Leader: From Design Thinking to Personal Leadership' with details: 'What Makes A Great Leader', '08/05/2021 8:45 AM', a download icon for 'Welcome to PowerPoint.pptx', a 'View Requested Revisions' link, and an 'Upload Revisions' button.