



The **My Tasks** area allows Faculty, Planners, and Peer Reviewers to view system and activity tasks in CloudCME®. Also, Peer Reviewers can begin the peer review process.

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

**My Tasks**  
Welcome to the My Tasks section of the Attendee Portal!  
Please complete the tasks assigned below. A red box indicates that the task is incomplete, and a green check mark indicates that the task has been completed.

**3** Global Tasks    Activity Tasks    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.*

Status	Task Name	Expiration Date	Date Completed
Begin	Upload Photo		
Begin	Upload Faculty Bio		
Begin	Upload Curriculum Vitae		
Update	Disclosure of Financial Relationships	Friday, December 8, 2023	Thursday, December 8, 2022

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

[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](#)

Status	Task Name	Due Date	Date Completed
<a href="#">Begin</a>	Audio Visual Requirements	08/01/2021 12:43 PM	
<a href="#">Begin</a>	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.

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

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.

Activity Name	Faculty / Presenter	Uploaded Presentation	Disclosure	Disclosure Date	Peer Review Response
Pending Reviews					
Jennifer Ott, MD					
Presentation Example					
Friday, August 4, 2023					
<a href="#">TestFile.pdf</a>					
<a href="#">Download Disclosure</a>					
<a href="#">Review</a>					
Previous Reviews					

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.

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

Activity Name	Faculty / Presenter	Uploaded Presentation	Disclosure	Disclosure Date	Peer Review Response
Upcoming Presentations					
Diabetes Care NY - 02/09/2028 3:00 PM					
Presentation 2					
05/16/2025 2:37 PM					
<a href="#">Upload Presentation</a>					