CAMC Institute Continuing Education Joint Provided Programs
2015 Fee Structure Worksheet

Services provided for jointly provided programs

- Review of continuing education application
  - Applications for CME (MD), AOA (DO), Pharmacy, Nursing, and Social Work

Optional services

- Each additional continuing education application
  - Example: CHES, DDS, LPC, Psy, etc.
  - (Fee is non-refundable if application is not accepted by third party ce provider)

- Site coordination (excludes site cost)
  - Manage reservations/contract, catering, room(s) set-up, vendor set-up, A/V needs (equipment not provided by CAMC), and final walk-through
  - (CAMC Institute will not be involved in non-curricula events, i.e., receptions, dinners, etc.)

- Speaker coordination
  - Confirmation letters to include travel/lodging needs
  - Collecting ce paperwork (presentation title, learning objectives, disclosure form)
  - W-9 and payment of honorarium and additional expense reimbursement, if needed

- Vendor and/or pharmaceutical displays (per request)
  - (Fee is non-refundable if request is not accepted)
  - Letter of request
  - Letter of agreement
  - Accounting spreadsheet

- Grant applications (per application)
  - (Fee is non-refundable if grant is not approved)

- Evaluation tool
  - Development of Electronic Survey Monkey
  - Links to participant survey and ‘real time’ summary provided

- Marketing
  - Standard save the date postcard, brochure and 2 conference posters
  - PLUS postage and handling @ .25 per piece
    - (organization provides mailing list)
  - PLUS cost of printing @ $250 per 1000

- CANCELLATION FEE (to be charged within 60 days of event)...$500 + actual expenses to date

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