

**CAMC Institute Continuing Education Joint Provided Programs
2015 Fee Structure Worksheet**

Services provided for jointly provided programs

Budget planning

- Review of continuing education application \$500
 - Applications for CME (MD), AOA (DO), Pharmacy, Nursing, and Social Work

Optional services

- Each additional continuing education application \$150 x ____
 - 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)* \$600
 - 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 \$450
 - 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)* \$50 x ____
 - (Fee is non-refundable if request is not accepted)*
 - Letter of request
 - Letter of agreement
 - Accounting spreadsheet

- Grant applications *(per application)* \$100 x ____
 - (Fee is non-refundable if grant is not approved)*

- Evaluation tool \$150
 - Development of Electronic Survey Monkey
 - Links to participant survey and 'real time' summary provided

- Marketing \$600
 - 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