

2009 – 2010 – CME Fees Schedule for Live Activities – UCD and its Affiliates

Levels of service and costs associated with them

CME Certification

1 day CME Activity: \$1,800 plus \$25 per participant plus any additional fees

2 day CME Activity: \$2,000 plus \$25 per participant plus any additional fees

3 day CME Activity: \$2,300 plus \$25 per participant plus any additional fees

4 day CME Activity: \$2,600 plus \$25 per participant plus any additional fees

5 day CME Activity: \$2,900 plus \$25 per participant plus any additional fees

Maximum per participant fee = 250 participants

- Review activity application
- Review activity agenda/outline for credit designation
- Review marketing, promotional and advertising media (i.e., brochure, save-the-date, website, email)
- List activity on calendar of events on CME website
- Provide faculty learning objectives template
- Provide faculty disclosure template
- Provide course/speaker evaluation template
- Provide UCD Commercial Support Letter of Agreement template
- Review faculty disclosures, resolve conflicts and provide faculty disclosure summary
- Prepare credit certificates for physicians and certificates of attendance for non-physicians
- Prepare name badges
- Provide participant post-activity survey template

CME Activity Management

1 day CME Activity: \$2,300 plus \$25 per participant plus any additional fees

2 day CME Activity: \$2,500 plus \$25 per participant plus any additional fees

3 day CME Activity: \$2,800 plus \$25 per participant plus any additional fees

4 day CME Activity: \$3,100 plus \$25 per participant plus any additional fees

5 day CME Activity: \$3,400 plus \$25 per participant plus any additional fees

Maximum per participant fee = 250 participants

- Review activity application
- Review activity agenda/outline for credit designation
- Review marketing, promotional and advertising media (i.e., brochure, save-the-date, website, email)
- Creation and maintenance of activity website
- List activity on calendar of events on CME website
- Management of activity registrations
- Provide faculty learning objectives template
- Provide faculty disclosure template
- Provide course/speaker evaluation template
- Provide UCD Commercial Support Letter of Agreement template
- Review faculty disclosures, resolve conflicts and provide faculty disclosure summary
- Review syllabus materials
- Manage activity registration finances (collect/deposit revenue, reconciliation)
- Prepare credit certificates for physicians and certificates of attendance for non-physicians
- Prepare name badges
- Provide participant post-activity survey template

CME Comprehensive Activity Management

1 day CME Activity: \$3,250 plus \$25 per participant plus any additional fees

2 day CME Activity: \$3,750 plus \$25 per participant plus any additional fees

3 day CME Activity: \$4,150 plus \$25 per participant plus any additional fees

4 day CME Activity: \$4,450 plus \$25 per participant plus any additional fees

5 day CME Activity: \$4,750 plus \$25 per participant plus any additional fees

Maximum per participant fee = 250 participants

- Review activity application
- Review activity agenda/outline for credit designation
- Prepare marketing, promotional and advertising media (i.e., brochure, save-the-date, website, email)
- Manage direct mail (mailing lists and services) and advertising (ad placement)
- Creation and maintenance of activity website
- List activity on calendar of events on CME website
- Management of activity registrations
- Faculty communication (activity commitment letter, learning objectives, disclosures, presentations)
- Review faculty disclosures, resolve conflicts and provide faculty disclosure summary)
- Commercial support (grant application, exhibitor solicitation, manage LOAs/receipt of funding, acknowledgement, grantor reconciliation)
- Manage activity finances (collect/deposit revenue, pay expenses, reconciliation)
- Develop activity syllabus/handout materials and course/speaker evaluation
- Compile live activity faculty presentations for audiovisual technician
- Prepare/distribute credit certificates for physicians and certificates of attendance for non-physicians
- Prepare/distribute name badges
- On-site activity registration
- On-site management of exhibitors
- Faculty payments (honorarium and travel reimbursement)
- Summarize course/speaker evaluation
- Provide participant post-activity survey template

Event Services: Management of the following are additional at \$1000 a piece minimum

- Venue – selection, contract, management
- Catering
- Audiovisual
- Faculty travel arrangements
- Social events (faculty dinners, activity receptions, recreation activities)

Additional Fees: The management or handling of the following are expenses which will be passed onto the

CME Financially Responsible Person

- Course expenses charged to the CME speedtype (registration fees passed on by service provider, printing of brochures or syllabus, mailing lists, postage, etc.)
- Merchant bank fee (~5% of credit card charges)
- General administrative recharge (~5% – UCD central finances)
- Grant applications (\$225 per grant whether approved or denied)
- Exhibit contracts (\$75 each)
- Exhibit process (\$1000 and up)
- LOAs (\$75 each)
- Additional accreditation applications (AOA, AAFP, ACPE, ACOG, etc.) – dependent upon application