



Emory University School of Medicine
Office of Continuing Medical Education/Office of Continuing Dental Education
Event Fee Schedule

Please read this schedule in its entirety.

Title of Event: _____

Date of Event: _____

Course Director Name: _____

BUSINESS MANAGER, ADMINISTRATOR OR PERSON WITH AUTHORIZED FINANCIAL OVERSIGHT:

Name: _____

Email Address: (for business manager or administrator) _____

CME Administrative Fee

This signed fee schedule should be submitted simultaneously with the CME Event Application. Should your activity be cancelled or not take place within 365 days from the application submission date, there will be a **\$750 cancellation fee applied**. The CME Accreditation Fee will be payable at the time of the application submission and will be charged to the speedtype provided on this application. If meeting management services are provided, these will be charged at the end of the activity.

Payment can be made with a departmental speedtype, purchase card, check or wire transfer.

Please select from the following how the CME Administrative Fee will be paid:

[\(please check box with an X\)](#)

Department Speedtype:

- ☐ Department/Administrator Purchase Card (CME office will contact the administrator for this information.)
- ☐ Check (Mail to Office of Continuing Medical Education, Emory University School of Medicine, 100 Woodruff Circle, Suite 331, Atlanta, GA 30322)
- ☐ Wire Transfer – (CME office will contact the administrator for this information)

Chair/Director/Business Manager

Signature of Approval: _____

Name: _____ **Title:** _____

Date of Approval: _____

CME/CDE Accreditation Fee

Emory Office of Continuing Medical Education (OCME) is approved by the Accreditation Council for Continuing Medical Education (ACCME) to award AMA.PRA.Category.7.CME Credit to physicians for educational events which meet ACCME Accreditation requirements. The OCME will provide the following services required for certification.

- Participate with the Event Director to plan the content of the education program
- Ensure ACCME compliance including review of all documents required for accreditation
- Assist the Event Director to identify professional practice gaps, education needs, and session objectives to meet the identified needs
- Assist with selection of a date for the event
- Ensure adherence to the Emory University Conflict of Interest and Industry Relations Policies and the ACCME Standards for Integrity and Independence in accredited Continuing Education by reviewing ALL Financial Disclosure Forms and ALL persons involved in the planning of the event and in control of the content
- Review Event Director, Planning Committee Members, and Faculty disclosure information and assist with the mitigation of all conflicts of interest
- Assist with the development of a budget including making recommendations for registration fees
- Approve all marketing materials and brochures
- Advertise the meeting on the OCME website
- Provide attendees with certificate claiming instructions for general events
- Provide attendees with text in attendance instructions for RSS events
- Approve event evaluation tools
- Execute Letters of Agreement (LOA) with commercial supporters and exhibitor agreements with exhibitors. OCME requires that a LOA with commercial supporters be fully executed and on file with the OCME.
- Ensure that all disclosures and commercial support are communicated to learners via event rolling slides and attendee announcements
- Review of the proposed and final income and expense budget. Reconciliation of event budget within 60 days of the event's conclusion
- Arrange that a designated individual is on site to ensure ACCME compliance. The event will cover travel expenses, including hotel and meals for CME staff;
- Maintain the event attendance roster for 6 years in CME Tracker Database
- **Exhibitor oversight for Accreditation Only events.**

CME/CDE Accreditation Fees

(please check with X to all that apply)

<input type="checkbox"/> 0 – 4 credits	\$1,500
<input type="checkbox"/> 4.25 – 8 credits	\$2,000
<input type="checkbox"/> 8.25 – 12 credits	\$2,500
<input type="checkbox"/> 12.25 – 16 credits	\$3,000
<input type="checkbox"/> 16.25 – 20 credits	\$3,500
<input type="checkbox"/> Over 20 credits	\$4,000

MAINTENANCE OF CERTIFICATION (MOC) FEE

☐ per board application \$500

SPECIALTY CREDIT FEE (Application Process)

<input type="checkbox"/> Nursing Credit	\$100
<input type="checkbox"/> PharmD Credit	\$100
<input type="checkbox"/> AAFP Credit	\$100
<input type="checkbox"/> Dental Credit (CME Events)	\$100
<input type="checkbox"/> Athletic BOC Credit	\$100
<input type="checkbox"/> Physical Therapy Credit	\$100

TOTAL ANTICIPATED FEES FOR MEETING

Accreditation Fee: \$ _____

(includes accreditation? specialty credits? and MOC Fee if applicable)

Meeting Management: \$ _____

Other: _____ \$ _____

Total: \$ _____

Meeting Management Service Fees – In-person and /or Hybrid Events (In addition to Accreditation Fees)

Emory OCME staff consists of meeting professionals who are available to provide meeting management services. The following list of services will be provided in addition to the list above:

<ul style="list-style-type: none"> • Work with the Event Director to develop a meeting budget • Meeting site selection including contracting for meeting venue and services (travel expenses for OCME staff for all site visits will be charged directly to event speedtype) • Develop an event marketing plan to include: <ul style="list-style-type: none"> ○ Program brochures, postcards or flyer (the cost of the design, printing, postage, shipping will be charged to event speedtype) ○ Obtain mailing list of appropriate target audiences (the cost of the lists, postage, and fulfillment will be charged to event speedtype) ○ Facilitate 1 – 2 post card mailing distributions ○ Email program announcements to past registrants ○ Marketing events on Emory University/Hospital websites which include Emory Healthcare, Emory Department of Medicine, Huddle, Emory Physician Hot List. (OCME does not have social media marketing pages) • Communicate with speakers and course faculty regarding hotel information, travel information, AV presentation needs, expense reimbursement and honoraria. See speaker honoraria and expense reimbursements surcharge • Send letters of request for commercial exhibitors and on-site management of exhibit hall. See exhibitor surcharge • Provide activity registration services including on-line registration, onsite registration and credit card processing for payment of registration fees. (credit card processing fees will be paid by the event) <ul style="list-style-type: none"> ○ Generate registration reports ○ Email registration confirmations and payment receipts ○ Provide name badges for attendees and faculty ○ Provide a final report of registrants and attendees ○ Process refunds for registrants that cancel prior to the pre-meeting cancellation date • Food and Beverage: <ul style="list-style-type: none"> ○ Manage the venue breakfast, lunches, and breaks associated with the meeting. • Hotel Contracts: <ul style="list-style-type: none"> ○ Manage the contract review with venue ○ Contact hotel for site visits (travel fees will be covered by event speedtype) ○ Manage payment of invoice with venue 	<p>(please check with X to all that apply)</p> <p><input type="checkbox"/> ½ day course \$1,000</p> <p><input type="checkbox"/> 1 day course \$1,500</p> <p><input type="checkbox"/> 2 day course \$2,000</p> <p><input type="checkbox"/> 3 day course \$3,000</p> <p><input type="checkbox"/> 4 day course \$4,000</p> <p><input type="checkbox"/> 5 day course \$5,000</p> <p><input type="checkbox"/> On-Campus Location Surcharge: (additional 25% of fee)</p> <p>Total: \$ _____</p> <hr/> <p>Will commercial support be requested for this event?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>EXHIBITOR SURCHARGE: 10 exhibitors processed are inclusive in the meeting management fee. Any additional exhibitors processed above the 10 would be an additional \$50 per new exhibitor agreement submitted.</p> <p>SPEAKER HONORARIA AND EXPENSE REIMBURSEMENTS: 10 speaker payments processed are inclusive in the meeting management fee. Any additional speaker payments processed above 10 would be an additional \$50 per expense or honorarium submission.</p>
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<ul style="list-style-type: none"> • Outside of event dinners and special events or social outings will require an additional management fee or referral to an outside event planner may apply) • Coordinate pre-meeting logistical arrangements and on-site services assistance throughout meeting, help with food functions, AV arrangements, and exhibitor management (cost of shuttle services or other transportation services will be charged to the event speedtype) • Audio Visual Management (AV) will be managed by the coordinator, whether working with venue AV company or an outside AV company. • Preparation of content from faculty for presentation links for attendees. • Develop an activity evaluation form, distribute survey form to attendees and generate evaluation report after meeting • Provide post-meeting reporting/services to include: <ul style="list-style-type: none"> ○ Payment of all final invoices and expenses ○ Payment of honoraria and speaker travel reimbursement ○ Summary of evaluation data ○ Final attendance roster ○ Final budget and post reconciliation of CME Fees and credit card fees ○ We may request the financial manager be present during the post meeting and budget review <p>If you do not require meeting management services, please proceed to the next page for Accreditation Only services.</p>	
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Accreditation Only

These services are also available independent of the Accreditation and Meeting Management Fees.

Online Registration Services: <ul style="list-style-type: none"> ○ Credit card/check/journal transfer processing and transfer into departmental accounts ○ Generation of registration reports ○ Email registration confirmation and payment receipt ○ Generation of activity sign-in reports ○ Creation of speak and registrant badges ○ Processing of registration cancellation refunds 	<input type="checkbox"/> \$20 per registrant (3.5% of total credit card payments processed) A fee will be assessed for all refunds processed.
Enhanced Marketing Plan: <ul style="list-style-type: none"> ○ Broadcast Email services to past attendees and other specialties in CME Tracker Database ○ Distribution of SAVE-THE-DATE Image and meeting flyer ○ Meeting image and flyer Design 	<input type="checkbox"/> \$200 per event
Exhibitor Oversight – Compliance coordinator	<input type="checkbox"/> \$200 per event each day (for multiple day programs)