

# Full-Service Activity Management Fees

## Office of Continuing Education and Professional Development (CEPD)

There are three **required**, non-refundable fees for Full-Service Management

1. **Application Fee:** \$300 (UTMC/GSM - internal clients); \$600 (external clients)
  - a. Monitoring file compliance with Accreditation Council for Continuing Medical Education (ACCME) or Academy of General Dentistry (AGD) standards
  - b. Archiving of the activity file for four years
  - c. Maintaining access to participant transcripts for six years
  - d. Presentation and defense of the CME or CDE file as requested by the ACCME or AGD review board
2. **Certification Fee:** \$50 per certified credit hour (e.g. 10 hours of CE x \$50 per hour = \$500 Certification Fee)
3. **Transcript Management Fee:** \$25 per person requesting CE credit as submitted by client via CEPD spreadsheet

Full-Service Activity Management includes\*:

### Pre-conference management

- Conduct initial planning meeting with activity director and planning committee
- Review and approve online activity application for completeness
- Gather conflict of interest disclosures from all individuals involved in the planning and implementation of the activity
- Purchase mailing list(s) based on requested target audience (additional external vendor fees apply)
- Contract graphic artist for activity brochures/postcards (additional external vendor fees apply)
- Collaborate with graphic artist and activity course director on marketing materials and make revisions to brochure artwork and text as necessary
- Ensure proper certification wording is on the brochure/postcard
- Place final order for brochure/postcard printing and postage (additional external vendor fees apply)
- Promote activity on UTGSM-CEPD webpage
- Promote activity via online and direct marketing (e.g. e-flyers)
- Apply for educational grants (internal clients only; additional fees apply – see below\*\*)
- Apply for credit from outside agencies (ACPE, ASRT, AAFP, etc.), if requested (additional external vendor fees apply)
- Collaborate with UT Conference Center to design, host and maintain an activity registration website (additional external vendor fees apply)
- Coordinate all faculty presenter paperwork (e.g., honoraria, travel, letters of agreement, and hotel reservations)
- Review faculty presenter presentations to ensure compliance with ACCME and AGD regulations and guidelines and document the activity director's approval or method for resolving perceived conflict of interest
- Contract with activity hotel/host venue
- Coordinate all activity logistics with host venue including meeting space, audio visual, and catering (additional external vendor fees apply)
- Collaborate with UT Conference Center to design, host and maintain a secure, password-protected speaker presentation portal for all participants
- Manage activity exhibitor attendance, communication, and payments
- Collect faculty presenter questions and design audience response system (ARS) presentation for on-site pre and exit testing
- Design evaluation method for the activity that includes questions on perceived commercial bias
- Manage activity budget and provide updates on financial status to activity director approximately twice a month

### **On-site conference management**

- Collaborate with UT Conference Center to provide attendee/speaker name badges and on-site registration personnel (additional external vendor fees apply)
- Manage on-site logistics and troubleshoot any on-site problems or issues that may arise
- Collaborate with UT Conference Center to provide audio visual equipment and personnel (additional external vendor fees apply)
- Manage on-site ARS pre and exit testing
- Ensure disclosure of speaker conflicts of interest and activity funding sources are displayed on activity materials
- Supply printed attendee materials including a program agenda, attendee participant list, and any required credit request forms
- Provide registration assistance to attendees on-site
- Monitor on-site sign-in sheets, if requested

### **Post conference management**

- Distribute CE-required post-test electronically (2-3 months post-activity)
- Upload attendee credit requests into online credit claiming software system
- Send 2-3 credit request reminders to participants via email
- Answer attendee post-conference questions
- Design evaluation results summary for the activity director
- Compile attendee evaluation responses from pre-, exit and post-tests into an Excel spreadsheet
- Reconcile educational grants (if applicable)
- Reconcile final budget and send to planning committee for final review
- Submit required paperwork to all external credit agencies (e.g. ACPE, AAFP, and ASRT), if applicable

**\*Please note: UTGSM-CEPD will add an industry standard management fee of 18% to all services outlined above (a sample budget of previously-managed activities can be provided upon request).**

**\*\* [INTERNAL CLIENTS ONLY] Grant administration fee:** If requested by an internal client (e.g. UTGSM or UTK), the CEPD office will apply for educational grants from pharmaceutical and device companies. There will be a \$100 charge for each grant application submitted, regardless of grant funding decision. CEPD has no control over grant funding decisions made by educational grant companies.

### **EXPECTATIONS FOR THE COURSE DIRECTOR:**

- Contact the CEPD office at least nine months prior to an activity to discuss the activity
- Identify and document professional practice gaps
- Determine the educational needs of the target audience
- State identified learning objectives and how the educational offering will address them
- Prepare the activity agenda
- Submit a complete application with all required attachments
- Approve course budget prior to expenditures
- Identify knowledgeable and appropriate presenters and invite them to speak
- Assist CEPD with resolving or managing all identified conflicts of interest
- Aid the CEPD office in marketing the activity by editing brochures and webpages
- Identify potential commercial supporters and exhibitors with the assistance of the CEPD
- Create an evaluation instrument to assess how well the activity met its stated learning objectives
- Provide the CEPD office with all required materials prior to the beginning of the activity
- Enforce the rule that speakers who refuse to disclose must not be allowed to present
- Guide the CEPD staff to reconciliation of conflicts of interest as needed
- Review all presentations prior to the activity in the time frame requested by the CEPD staff
- Comply with the standards of ACCME as directed by the CEPD staff