Full-Service Activity Management Fees

Office of Continuing Education and Professional Development (CEPD)

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

> 1. **Application Fee**: $300 (UTMC/GSM - internal clients); $600 (external clients)
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> > a. Monitoring file compliance with Accreditation Council for Continuing Medical Education (ACCME) or Academy of General Dentistry (AGD) standards
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> > b. Archiving of the activity file for four years
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> > c. Maintaining access to participant transcripts for six years
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> > d. Presentation and defense of the CME or CDE file as requested by the ACCME or AGD review board
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> 2. **Certification Fee**: $50 per certified credit hour (e.g. 10 hours of CE x $50 per hour = $500 Certification Fee)
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> 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 revise 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 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 when necessary 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
- Design evaluation method for the activity
- Manage activity budget and provide updates on financial status to activity director

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)
- Ensure disclosure of speaker conflicts of interest are displayed on activity materials
- Provide registration assistance to attendees on-site

Post conference management

- Distribute CE-required post-evaluation (6 weeks post-activity)
- Upload attendee credit requests into online credit claiming software system
- Answer attendee post-conference questions
- Design evaluation results summary for the activity director
- 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 can be provided upon request).

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
- Approve course budget prior to expenditures
- Identify knowledgeable and appropriate presenters and invite them to speak
- Assist CEPD with identifying and mitigating disclosed financial relationships
- Identify potential commercial supporters and exhibitors
- Approve the evaluation instrument to assess how well the activity met its stated learning objectives
- Provide the CEPD office will 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
- 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