

Full-Service Activity Management Fees

Office of Continuing Medical Education (CME)

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

1. **Application Fee:** \$300 (UTMC/UTHSC COM-Knoxville, UTK - 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 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 the client via the CME-provided 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 the 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 UTHSC COM-Knoxville CME webpage
- Promote activity via online and direct marketing (e.g., e-flyers)
- Apply for credit from outside agencies (ACPE, ANCC, 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 presentations when necessary to ensure compliance with ACCME and AGD regulations and guidelines, and document the activity director's approval or method for mitigating perceived conflict of interest
- Contract with activity hotel/host venue
- Coordinate all activity logistics with the host venue, including meeting space, audiovisual, 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 the 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 audiovisual equipment and personnel (additional external vendor fees apply)
- Ensure disclosure of speaker conflicts of interest is 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 the online credit claiming software system
- Answers to attendee post-conference questions
- Design evaluation results summary for the activity director
- Reconcile the final budget and send it to the planning committee for final review
- Submit required paperwork to all external credit agencies (e.g., ACPE, ANCC), if applicable

***Please note: UTHSC COM-Knoxville CME Office 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 CME office at least nine months before 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 before expenditures
- Identify knowledgeable and appropriate presenters (without input from industry reps) and invite them to speak
- Assist the CME staff 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 CME office with all required materials before the beginning of the activity
- Enforce the rule that speakers who refuse to disclose must not be allowed to present
- Review all presentations before the activity in the time frame requested by the CME staff
- Comply with the standards of ACCME as directed by the CME staff