

WVU Health Sciences Office of Continuing Education

Non-Coordinated Conference

Fees

Administrative Fees

Joint Sponsor: organization outside the WVU Schools of Dentistry, Medicine, Nursing, or participating Professional Programs
Department: The entity seeking credit for the activity.

<u>CE Credit Only Conferences (one type of credit)</u>	<u>FEE</u>
Conferences designed solely for an internal audience	\$200
Coordinated by a department liaison	\$450
Coordinated by a department liaison and joint sponsored	\$500
Coordinated by a WVU Medicine Joint Sponsor (Non-Morgantown)	\$750
Coordinated by a non-profit joint sponsor	\$1000
Coordinated by a for-profit joint sponsor	\$1500
Cancellation Fee – once approval is provided but prior to conference date	\$150
Repeating Conference Fee per session	\$30

Additional Fees

Breakouts / Workshops per grouped session	\$100
Exhibit Fee per exhibitor	\$40
Each WVU Medicine Joint Sponsor (Non-Morgantown)	\$100
Each Joint Sponsor	\$150
Conference originating from a for-profit outside organization	\$2,500
Cancellation fee (to be charged if cancelled within 90 days of event):	\$750 + actual expenses to date
“Additional” credit each (cme, nursing, social work, dentistry, etc) each to process applications	\$100
Pharmaceutical Grant Applications each: (ID info, request info from director/coord., process apps)	\$100

Profit / Loss

Profit: Department and Office of CE will split Profit 50/50
 Loss: Office of CE will receive all fees.

Optional Services (included in Full Service, but available for other activities)

Registration: Registrations; confirmation letters; payments; deposits, registration lists, status updates, sign-in sheets, walk-ins, no-shows, provide final registration lists. Does not include working the registration desk.	\$15 per person
Targeted Mailing / E-Mailing List: (quote provided on request based on complexity and size) Following receipt of a database request form, a list will be generated based on the specific specialties requested. For confidentiality, the list will be sent directly to the mail company. Limited to the official CE database and will include the Office of CE return address for database updates.	\$75 minimum per request
E-Mail Blast: (Utilizing WVU HSC Office of CE template) Following receipt of a database request form, a list will be generated based on the specific specialties	\$150 minimum per request

Credit and Recording Fees

<u>< 10 hours</u> - \$10 per person requesting credit	<u>11-20 hours</u> - \$20 per person requesting credit
<u>21-30 hours</u> - \$30 per person requesting credit	<u>31-40 hours</u> - \$40 per person requesting credit, etc.

*Adopted: March 29, 2017
 Effective January 1, 2018
 WVU School of Medicine Committee
 on Continuing Medical Education*