

# CONFERENCE PLANNING OPTIONS

## BASIC PACKAGES

(State of South Carolina LLR accreditation - Psychology, Social Work Examiners, and Professional Counselors, Marriage and Family Therapists and Psycho-Educational Specialists) Please select one option from each section.

Choose Item 1 or 2

#	Item	Details
	Basic CE Package - External Rate	Includes State of South Carolina LLR accreditation review/approval, sign in sheet creation, certificate creation (does not include cert distribution), and certificate storage.
	Basic CE Package - Internal MUSC Rate	Includes State of South Carolina LLR accreditation review/approval, sign in sheet creation, certificate creation (does not include cert distribution), and certificate storage.

Total basic package cost

## ADDITIONAL ACCREDITATION OPTIONS

(\*based upon individual accrediting body charges that may vary; final approval based on accrediting body requirements and granted by accrediting body, not OCE office)

**ACCREDITATION PROCESS: STEP 1 - Choose accrediting bodies**  
(all pricing reflects individual accrediting body application charges and certificate pricing, if applicable)

#	Item	Details
	Continuing Medical Education (CME) Application*	Fee + additional per certificate
	South Carolina Nurses Association (SCNA) Application	NA
	South Carolina Bar Association Continuing Legal Education (CLE) Application	NA
	American Psychological Association (APA) Continuing Education Application - External Rate	Fee + additional per certificate
	American Psychological Association (APA) Continuing Education Application - Internal MUSC Rate	First twenty certificates free.

Total accreditation process Step 2 cost  
(not inclusive of final post-conference certificate fees, which will be invoiced at the end of accreditation process)

**ACCREDITATION PROCESS: STEP 2 - Choose Option A or B**

	<b>Accreditation Process, per Accreditation Genre</b>	<p><b>Option A:</b> Send client forms needed for accreditation. Client handles all communications with speaker and returns items to us (no direct communication). Review and approve educational materials. Format and archive appropriately. Client maintains all communications and solicits conference materials.</p>
		<p><b>Option B:</b> Client connects us with speakers, and we handle all communications with speaker and review and approve educational materials, format and archive appropriately. We solicit conference material and maintain communication with speakers.</p>
		<p><b>Add On:</b> We handle creation of all event sign in sheets, disclosures, and post event evaluations.</p>

Total accreditation process Step 2 cost, x number of accrediting bodies chosen in Step 1 above

## CONFERENCE PLANNING SERVICES

#	Action Item	Details
	<b>Conference consultation Meeting</b>	Meet with client to review proposal and discuss details
	<b>Date selection consultation</b>	Clear topic and date by cross referencing dates (COM dates, holidays, school systems, etc).
	<b>Agenda creation consultation</b>	Establish an agenda, desired credit and conference goals. Format and email to client. Can include one in person meeting to accomplish.
	<b>On campus Location and logistics booking</b>	Book room for client if on campus. Will ensure deposit is paid on behalf of client to hold space, at which client will reimburse post conference.
	<b>External Location and logistics consultation</b>	Research and assist with external venue identification. Provide list of choices with details and pricing in excel format for client review.
	<b>Website Services</b>	Conference is hosted on our domain. We build out client save the date website per MUSC web rules and then open registration, to run through our site and accounts. MUSC Psych staff updates site accordingly with price bumps, etc.
	<b>Registration Processing Services</b>	MUSC Psych staff processes all registrations. Base payment of \$300 for conferences under 50 registrants, 4x cost for 4x conference size
	<b>Hard print Marketing</b>	In house graphic design services and content creation available at an hourly rate of \$100. Can create postcards, trifolds, registration flyers, etc. (Example - postcard, one hour; flyer, two hours. With content provided).
	<b>Hard print Mailing services</b>	Solicit quote from mailhouse for client approval. Can provide mailhouse with client's mailing list and facilitate hard print mailings with mail house.
	<b>Digital Mailing</b>	<b>Option A:</b> One email blast is created and sent to our internal and external listserves (external: in Constant Contact to our database of contacts and internal: to our psychiatry listserves).
		<b>Option B:</b> Event is included on our monthly internal and external mailing list up to event month (external: in Constant Contact to our database of contacts and internal: to our psychiatry listserves).
		<b>Option C:</b> Event is included on our monthly internal and external mailing list (external: in Constant Contact to our database of contacts and internal: to our psychiatry listserves). Event has targeted marketing plan developed and implemented (additional hourly costs for any needed market research or desired speciality lists that must be purchased).
	<b>Digital Conference Materials</b>	<b>Option A:</b> Client sends materials (slides) to team for final review and formats. Team returns, client handles dissemination.
		<b>Option B:</b> Team builds our internal server secured site, handles formatting and dissemination of conference materials (slides).

	<b>Conference Site Prep</b>	Create event physical location signage (on campus arrows and signage)
	<b>Day of Badge Prep</b>	<b>Option A:</b> If MUSC handles registrations, pull final reconciled list of attendees, send to client. Client handles badges.
		<b>Option B:</b> Pull final reconciled list of attendees, handle badge creation and stuffing.
	<b>Site Logistics</b>	<b>Option A:</b> Team arrives with sign-in sheets for accreditation and ensures that client conference staff correctly completes sheet at check in and check out. Team watches to ensure correct accreditation procedures followed.
		<b>Option B:</b> Team physically works event check in table along side with client conference staff for morning check in.
		<b>Option C:</b> Any additional project management needs (such as with venue, food vendors or AV vendors) for client will be an additional cost per vendor for duration of day. Base charge for event under 50 registrants, 4x cost for 4x registrants.
	<b>Conference Reconciliation</b>	Attendee list reconciliation
	<b>Survey</b>	<b>Option A:</b> Creates survey for event and sends to client for dissemination. Collect data and send to client for dissemination.
		<b>Option B:</b> Creates survey for event and disseminates to attendees on behalf of client. Sends to speakers with thank you notes for performance review. Base charge for events under 50; additional for each additional 50
	<b>Certificates</b>	<b>Option A:</b> Create certificates from reconciled list and send to client. Client sends out certificates to attendees.
		<b>Option B:</b> Create certificates from reconciled list and send out to attendees on client's behalf. Base charge for conferences 50 or under; additional charge for each additional 50.
Total Conference Planning Services Costs		
<b>Grand Total Costs</b>		

I/we have read the MUSC Department of Psychiatry and Behavioral Sciences Office of Continuing Education Itemized Accreditation Charges in full, and I/we agree to adhere to those selected charges in planning and executing our event. I/we understand that this is not the final invoice and additional charges may apply. This Grand Total is currently based off of 200 attendee's or less and does not include the cost for certificates. Each additional attendee amounting in over 200 registrants will result in additional fees. These fees are associated with the additional administrative time, certificates, surveys, and credits.

Event Applicant/Activity Coordinator:			
Signature:		Date:	
OCE Program Director (psychologist):			
Signature:		Date:	