

The Office of CME offers an array of services and administrative fee is collected to defray the cost of logistical planning, coordination, event management, and compliance review by staff. Fee varies based on the format and scope of activity.

Format	Pricing	Description of Services Included
Live, In-Person Event (Full-service Planning)	<ul style="list-style-type: none"> • Half-day starts at: \$5,000 • Full day starts at: \$7,500 • More than one day starts at: \$10,000 	It includes processing and approval of CME application, speaker management including collection of disclosures and mitigation of relevant conflicts of interest, creation and distribution of marketing collaterals, management of finances, registration, exhibits, fundraising, evaluation, credit claiming, on-site support, and record retention for six years as required by ACCME.
Live, Virtual Event (Full-service Planning)	<ul style="list-style-type: none"> • Half-day starts at: \$3,000 • Full day starts at: \$5,000 • More than one day starts at \$7,500 	It includes processing and approval of CME application, speaker management including collection of disclosures and mitigation of relevant conflicts of interest, creation and distribution of marketing collaterals, management of finances, management of virtual platform (Zoom webinar), registration, exhibits, fundraising, evaluation, credit claiming, live/virtual support, and record retention for six years as required by ACCME.
Hybrid Add-on	<ul style="list-style-type: none"> • \$1,500 (not including vendor fee) 	It includes all Line In-Person services in addition to Live, Virtual services.
Activity Credit Fee for One-offs (CME accreditation only, event planning not	<ul style="list-style-type: none"> • Starts at \$1,500 • 1-3 credits: \$1,500 • 4-8 credits: \$3,000 	It includes processing and approval of CME application, collection of disclosures, mitigation of relevant conflicts of interest, review of



included)	<ul style="list-style-type: none"> 9-13 credits: \$5,000 	marketing collaterals, collection of commercial support LOAs (if applicable), awarding credits, and record retention for six years as required by ACCME. Planning and/or event management services are not included.
Joint Providership Application Fee (in addition to activity credit fee)	<ul style="list-style-type: none"> \$1,000 	<p>It applies to nonaccredited organizations seeking to offer AMA PRA Category 1 Credit™ in collaboration with the Office of CME (the accredited provider).</p> <p>Additional fees will be charged based on requested services (full-service event planning or activity credit fee).</p>
MOC Add-on	<ul style="list-style-type: none"> Starts at \$1,000 	
Enduring Material Fee (max. 1 year)	<ul style="list-style-type: none"> \$1,500 	
Rush Fee (45-30 days before the event date)	<ul style="list-style-type: none"> \$500 	

- Event Management for Live/In-Person Events:
 - Half-day (1-4 hrs) starts at: \$5,000
 - Full day (5-8 hrs) starts at: \$7,500
 - More than one day starts at: \$10,000
 - It includes processing and approval of CME application, speaker management including collection of disclosures and mitigation of relevant conflicts of interest, creation and distribution of marketing collaterals, management of finances, registration, exhibits, fundraising, evaluation, credit claiming, on-site support, and record retention for six years as required by ACCME.
- Event Management for Live/Virtual Events:
 - Half-day starts at: \$3,000
 - Full day starts at: \$5,000



- More than one day starts at \$7,500
- It includes processing and approval of CME application, speaker management including collection of disclosures and mitigation of relevant conflicts of interest, creation and distribution of marketing collaterals, management of finances, management of virtual platform (Zoom webinar), registration, exhibits, fundraising, evaluation, credit claiming, live/virtual support, and record retention for six years as required by ACCME.
- Activity Credit Fee:
 - Minimum fee of \$1,500 to provide credit for a CME Activity.
 - It includes processing and approval of CME application, collection of disclosures, mitigation of relevant conflicts of interest, review of marketing collaterals, collection of commercial support LOAs (if applicable), awarding credits, and record retention for six years as required by ACCME. Planning and/or event management services are not included.
 - ~1-3 Credits - \$1,500
 - ~4-8 Credits - \$3,000
 - ~9-13 Credits - \$5,000
 - ~13+ Credits - Fees to be negotiated with the Office of CME
- Joint Providership Application Fee:
 - \$1,000
 - It applies to nonaccredited organizations seeking to offer *AMA PRA Category 1 Credit*[™] in collaboration with the Office of CME (the accredited provider).
 - Additional fees will be charged based on requested services (full-service event planning or activity credit fee).
- Enduring Materials (Live for maximum of 1 year):
 - Fee: \$1,500
- Rush Fee:
 - Any application that is submitted less than 45 days before the start date of an event (RSS/Activity/Enduring Material) will be subjected to a \$500 rush fee. Office of CME does not accept applications less than 30 days from the start of the activity. Any lapse in application for a recurring RSS will incur a \$500 fee.
- Recovery of Fees: Planning fees will come directly from the sponsoring department/service line's cost center. Fees will be the first line item taken out of any incoming funds, prior to other reimbursement.



Financial Responsibility:

- The department/service line sponsoring the activity is responsible for the activity's cost and any deficit that the event may incur. The Office of CME does not directly fund CME activities from its operational budget; therefore, meetings must be funded through grants, exhibitor fees, tuition, and the department/service line. Although the Office of CME assists with funding efforts, the sponsoring department/service line must agree to fully fund any program that is planned and/or accredited by the Office of CME.
- For activities managed by the Office of CME, a projected budget is developed, and sponsoring service line is expected to provide a cost center for payment of expenses.
- Surplus funds derived from grants awarded to specific events cannot be dispersed to either party and are returned to the commercial supporter or placed in a foundation account to be used for future CME programs in accordance with the terms and conditions of the LOA.
- The activity expenditures include all expenses incurred during the planning and execution of the activity, including a planning fee paid to the Office of CME. Any events or materials not related to the stated educational activity are not coordinated by the Office of CME nor paid through the activity's CME budget.
- Exhibitor contacts are shared by the Program Director and the department/service line. The Office of CME staff works with the potential sponsor(s) to obtain support for program costs. The Program Director, Co-Director and/or Planning Committee must take an active role in fundraising. If revenue generating efforts do not cover the budget, the Program Director is informed as soon as possible prior to the program. At that time, it is at the discretion of the Program Director and/or the Department Chairman to cancel the program. Depending on when the program is cancelled, there may be fees for which the sponsoring department will be responsible.
- If the program has a deficit and the Program Director and/or Department chooses to continue with the program, or if there is a deficit post-event, the sponsoring department/service line is solely responsible for paying the balance of the deficit. At the completion of the program, the Office of CME staff forwards a copy of budget to the accounting representative from the sponsoring department/service line.
- Revenue generated from CME events is transferred to the sponsoring department/service line.