



Event Coordination Services

Full Event Coordination

Basic Program Coordination Fee- \$2500

A Basic Program is :

- Up to 7 hours long, on a single weekday, done by 4:30pm
- up to 150 participants
- up to 5 speakers (local)
- Located in Winnipeg

Includes:

- Services of a professional event planner to manage
- Attendance tracking
- Brochure Creation
- Catering coordination - on-site (U of M Bannatyne)
- Financial /Budget oversight and summary
- Program and Speaker Evaluations
- On-line Registration and fee payments- set up and processing
- Venue recommendations & booking - on-site (U of M)

Fees:

Coordination Fee	\$2500
Additional Day or Half Day:	\$1300 per day/half day
Additional Services: <i>(requests outside of basic services)</i>	\$35/hour
IT System Fee :	
<i>Ticket Price</i>	<i>Fee per registrant</i>
\$0-\$99	\$0
\$100-\$399	\$5
\$400-\$999	\$10
\$1000+	\$25
Payment Gateway Fee	<i>2.9% + \$0.30 will be deducted from each transaction</i>

On-Line Registration & Payment Only

CPD Coordination Fee- \$200

Your event may require only on-line registration and fee payment processing through our online portal at cpd-umanitoba.com. You will manage event coordination yourself in this model.

Includes:

Service of a CPD staff person to:

- Create a unique, professional event information and registration site on www.cpd-umanitoba.com
- Provide a private or public URL link to the event site for you to use
- Your event included in our biweekly CPD e-newsletter
- Financial summary
- Registration tracking and listings

Fees:

Coordination Fee	\$200
IT System Fee :	
<i>Ticket Price</i>	<i>Fee per registrant</i>
\$0-\$99	\$0
\$100-\$399	\$5
\$400-\$999	\$10
\$1000+	\$25
Payment Gateway Fee	<i>2.9% + \$0.30 will be deducted from each transaction</i>
Additional Services: <i>(requests outside of basic services)</i>	\$35/hour



Event Accreditation Services for Physician CPD Programs

Royal College of Physicians and Surgeons of Canada: Maintenance of Certification (MOC)

The CPD Medicine Program is approved by the Royal College of Physicians and Surgeons of Canada to assign Maintenance of Certification Section 1 and 3 credits.

College of Family Physicians of Canada: Mainpro+

Mainpro+ accreditation is provided directly by the Manitoba College of Family Physicians or CFPC. The CPD Medicine Program is approved by the CFPC to assign Mainpro+ credits (1 credit per hour only) for those programs in which we are substantially involved in the planning of the event. Please contact our Program if this is of interest to you.

Event Accreditation Fees for Section 1 or Mainpro+

Held once AND 1 day long or less <ul style="list-style-type: none"> ○ with commercial support ○ without commercial support 	\$500 \$350
Held 2-4 times in the year OR 2-3 days long <ul style="list-style-type: none"> ○ with commercial support ○ without commercial support 	\$700 \$500
Held 5 or more times per year OR Longer than 3 days <ul style="list-style-type: none"> ○ with commercial support ○ without commercial support 	\$1000 \$750

Event Accreditation Fees for Section 3 MOC

(For Self-Assessment Programs & Simulation Activities)

<ul style="list-style-type: none"> ○ with commercial support ○ without commercial support 	\$800 \$600
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Commercial support means events that receive sponsorship funding, exhibitor fees, or in kind support from commercial organizations

NOTE:

Accreditation applications **MUST** be received 6 weeks prior to event date. If less than 6 weeks, an additional charge of 50% of the accreditation fee will be applied.

Applications received less than 2 weeks prior to the event will not be considered and will be returned to the applicant.