

## Event Coordination Services

### Full Event Coordination- Live Synchronous events

#### Basic Program Coordination Fee- \$3000

Our experienced team of event planners are available to help you coordinate your next CPD event.

Basic Program description:

- Weekday, up to 7 hours duration\*
- Large group event
- Up to 5 speakers (local)
- Located in Winnipeg

\* please note that late day events may incur extra costs; please call us for weekend and holiday rates

#### Includes:

- Venue recommendations & booking
- Services of a professional event planner
- Attendance tracking
- Brochure creation
- Weekly updates of your registration listings.
- Event advertisement in our biweekly CPD e-newsletter
- Catering coordination
- Financial /Budget oversight and summary
- Program and speaker evaluations
- On-line Registration and fee payments- set up and processing

<b>Coordination Fee</b>	\$3000
<b>Additional Day or Half Day:</b>	\$1300 per day/half day
<b>Additional Services:</b> <i>(requests outside of basic services)</i>	\$40/hour
<b>Commercial Support Coordination</b>	2% of support
<b>IT System Fee :</b>	
<i><b>Ticket Price</b></i>	<i><b>Fee per registrant</b></i>
\$0-\$99	\$2
\$100-\$399	\$5
\$400-\$999	\$10
\$1000+	\$25
<b>Payment Gateway Fee</b>	<i>2.9% + \$0.30 will be deducted from each transaction</i>

## Event Coordination Services

### Synchronous Digital Events

Our CPD team is available to assist you with online support for your live digital event (ie. Webinars, online conferences, online events). We provide a host of options to make your live webinar or digital conference a success.

#### **Basic Program Set-up Fee: - \$3000.00**

Includes:

- Services of a professional event planner
- Attendance tracking
- Brochure creation
- Weekly updates of your registration listings.
- Event advertisement in our biweekly CPD e-newsletter
- Financial /Budget oversight and summary
- Program and speaker evaluations
- On-line Registration and fee payments- set up and processing
- speaker training for online presentations

<b>Coordination Fee</b>	\$3000
<b>Event day coordinator support- (each event requires a minimum of two coordinators)</b>	\$80/hr
<b>Additional Services:</b> <i>(requests outside of basic services)</i>	\$40/hour
<b>Commercial Support Coordination</b>	2% of support
<b>IT System Fee :</b>	
<i><b>Ticket Price</b></i>	<i><b>Fee per registrant</b></i>
\$0-\$99	\$2
\$100-\$399	\$5
\$400-\$999	\$10
\$1000+	\$25
<b>Payment Gateway Fee</b>	<i>2.9% + \$0.30 will be deducted from each transaction</i>

## On-Line Registration & Payment Only

### CPD Online Setup Fee- \$400

We provide support for events that are self- coordinated, but only require on-line registration and fee payment processing through our online portal site: [cpd-umanitoba.com](http://cpd-umanitoba.com). For events requiring coordination services, please see Full Event Coordination.

**Includes:**

- A unique, professional event information and registration site on [www.cpd-umanitoba.com](http://www.cpd-umanitoba.com)
- A private or public URL link to the event site for you to use and distribute
- Posting of your promotional material and logo’s on the private URL link
- Weekly updates of your registration listings.
- Event advertisement in our biweekly CPD e-newsletter (with your own promotional material)
- Financial summary post event and proceed disbursement

### Brochure and Agenda design and production - \$250

- Creation of custom designed brochure and agenda including stock images\*
- Review of existing promotional material and updating design and marketing materials for promotions through the CPD-umanitoba website and distribution lists.\*\*

\* please note that extra costs may be incurred or requests declined for multiple revisions

\*\* please contact us regarding possible additional fees and requirements

**Fees:**

<b>Coordination Fee</b>	\$400
<b>Promotional material</b>	\$250 or \$200
<b>Additional Services:</b> <i>(requests outside of basic services)</i>	\$35/hour or \$10/15min
<b>IT System Fee :</b>	
<i>Ticket Price</i>	<i>Fee per registrant</i>
\$0-\$99	\$2
\$100-\$399	\$5
\$400-\$999	\$10
\$1000+	\$25
<b>Payment Gateway Fee</b>	<i>2.9% + \$0.30 will be deducted from each transaction</i>

## 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

	MOC	MOC & Mainpro+
<b>Held once AND 1 day long or less</b>		
○ with commercial support	\$600	\$700
○ without commercial support	\$450	\$550
<b>Held 2-4 times in the year OR 2-3 days long</b>		
○ with commercial support	\$800	\$900
○ without commercial support	\$600	\$700
<b>Held 5 or more times per year OR Longer than 3 days</b>		
○ with commercial support	\$1000	\$1200
○ without commercial support	\$850	\$950

## Event Accreditation Fees for Section 3 MOC

(For Self-Assessment Programs & Simulation Activities)

○ with commercial support	\$800
○ without commercial support	\$600

**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**