

Event Coordination Services

Full Educational Event Coordination

For Live In-Person Events, Live Online-Only Events, or Hybrid Live Events (Simultaneous In-Person and Online Attendance)

Pre-Event Coordination Services:

- Weekday, business hours, up to 7 hours duration; weekend or evening events may incur extra costs
- Up to 200 participants and 5 speakers
- Located in Winnipeg and/or online via livestream/Zoom/Teams

Coordination Fee <ul style="list-style-type: none"> • Venue recommendations and booking • Services of a designated professional event planner • Attendance tracking and registrant support • Brochure/agenda creation • Weekly updates of your registrations • Event promotion – website page, biweekly CPD e-newsletter, social media • Catering coordination • Financial planning - budget oversight and summary • Planning expense tracking and disbursement • Program and speaker evaluations • Speaker training for online presentations 	\$3,000
Additional Day or Half Day	\$1,300 per day/half day
Additional Services: <i>(requests outside of basic services above)</i>	\$40/hour
Commercial Support Coordination	5% of commercial support

Event Day Services

Additional event-day staff is required:

- In person event – 1 additional coordinator per event - \$40/hr x number of event hours
- Hybrid or virtual – 2 additional coordinators per event - \$80/hr x number of event hours

Registration System and Payment Processing Fees

<i>Ticket Price</i>	<i>Fee per ticket sold</i>
\$0 - \$99	\$2
\$100 - \$399	\$5
\$400 - \$999	\$10
\$1000+	\$25
Payment Gateway Fee	2.9% + \$0.30 will be deducted from each transaction

Online Registration and Payment Only

Events that are self-coordinated and only require online registration and fee payment processing through cpd-umanitoba.com

Services	Pricing
Setup <ul style="list-style-type: none"> Custom event page on www.cpd-umanitoba.com including logos, speaker bios, venue location and information, and full agenda Unique registration URL Weekly updates of your registration listings Coordinator support for registrants Financial summary post event and disbursement of proceeds 	\$500
Brochure/Agenda design and production <ul style="list-style-type: none"> Creation of custom designed brochure and agenda including stock images* Event promotion via biweekly CPD e-newsletter, social media 	\$250
Additional Services: <i>(requests outside of basic services above)</i>	\$45/hour

* please note that extra costs may be incurred, or requests declined for some stock images or multiple design revisions

Registration System and Payment Processing Fees

<i>Ticket Price</i>	<i>Fee per ticket sold</i>
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Online Learning – Design Services

Work with our team to turn your ideas and expertise into an online program that will meet your exact needs. We provide custom instructional design services for online and blended course development. Contact us to find out more – contactcca@umanitoba.ca

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 us if this is of interest to you.

Event Accreditation Fees

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

Event Accreditation Fees for Section 3 MOC

(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**. After this date, 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.