

Continuing Education

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Conference and Event Management Services
Fee Schedule

Function	Off Campus Rate	On Campus Rate
<p>Pre-Meeting Coordination/Management Fee* (required)</p> <ul style="list-style-type: none"> • UTC Continuing Education will collaborate with the "GROUP REPRESENTATIVE" to plan the necessary steps to plan the event details, develop a timeline for deliverables, coordinate client requests for services, and implement registration services (if needed). • For events that require multiple stages/phases of planning, e.g. participating on conference planning committees, coordinating off campus venues (including, but not limited to, tours, entertainment, hotels, dinners, etc.), and prolonged periods of planning activity – additional fees will be negotiated with the group organizers. 	\$350.00	\$250.00
<p>On-site Event Management Fee</p> <ul style="list-style-type: none"> • For events held on the UTC Campus, Continuing Education can, if needed, provide onsite support for the event. Support hours will be determined prior to contract execution. • UTC Continuing Education will provide staff support for the event check-in and walk-in registrations. • Fee for additional staff onsite - \$30.00/hour – 3 hour minimum. 	\$250.00	\$200.00
<p>Registration Service</p> <ul style="list-style-type: none"> • Continuing Education will register event participants, collect and apply payment, provide specialized event registration receipt, process registration changes, and manage records. Participants who cancel a registration within a specified time frame will receive a full refund of fees paid, less a cancellation fee payable to Continuing Education. (Refund timeframes will be determined in collaboration with the planning group. • When selecting registration services below, Continuing Education will incur expenses, such as room rental, catering, A/V, etc., on behalf of the client. These expenses will be paid out of registration fees collected. If registration fees do not cover the expenses, the client will be billed for any deficit. 		

Registration Packages and Options

- Base Package
 - \$35.00 set-up fee
 - 5% credit card processing fee
 - No additional support provided; fees are collected and disbursed, minus the transaction fees, to the sponsor at the conclusion of the program.
- Bronze Package - \$10.00 per person (40 person minimum)
 - No set-up fees
 - Name Badges (plastic holder and string lanyard)
 - 5 free registrations (volunteers/staff)
 - Weekly registration reports
 - Financial closeout reports
 - 4% credit card processing fee
- Silver Package - \$15.00 per person (40 person minimum)
 - Name Badges (plastic holder/string lanyard)
 - 10 free registrations (volunteers/staff)
 - Attendance certificates for participants
 - Weekly attendance reports
 - Financial closeout reports
 - 3% credit card processing fee
 - Free Wi-Fi access for guests
- Gold Package - \$20.00 per person (40 person minimum)
 - Name Badges (plastic holder and string lanyard)
 - 20 free registrations (volunteers/staff)
 - Attendance certificates for participants
 - CEUs awarded at 50% discount per participant (discounted from a la carte CEU pricing)
 - Weekly attendance reports
 - Financial closeout reports
 - 2.5% credit card processing fee
 - Parking: Free for all guests (Parking passes distributed to participants for exit from the garage.)
 - Free Wi-Fi for guests
 - Assemble conference materials/participant packets

Additional Services/A la carte selection

• Wi-Fi access for guests	\$.25/per	\$.10/per
• CEUs	\$20.00/person	\$10.00/person
• Coordinate printing of handouts/materials	\$5.00 (per set)	\$3.00 (per set)
• Packet Preparation – 1 hour minimum(100 packets = 1 hour)	\$10.00/hour	\$8.00/hour

Service Fees

• Catering and AV	10%	5%
○ Continuing Education facilitates catering and AV orders and processes payments. There is a service fee added for ensuring proper order placement and timely bill payment for these services.		

NOTE: Fees/Rates listed above are subject to change. Continuing Education reserves the right to modify pricing based on market prices of services provided by other entities.