



Continuing Education Office -- Space Rental + Additional Services MOU

Course Organizer(s): _____

CE Activity Name: _____

CE Activity Date: _____

Course Organizer(s):
Supply agenda with speakers and topics
Review course budget estimate with CE program coordinator to ensure accuracy
Complete IACUC/AUP trainings (if applicable)
Procurement of lab supplies if needed
Communicate course needs to CE program coordinator
Act as course moderator or appoint someone to introduce speakers, attend course
Seek commercial support
Adhere to the course checklist and timeline that will be presented with MOU

Continuing Education: included in space rental fee
Evaluation of potential conflicts of dates/subjects via maintenance of master CE calendar
Coordinate MOU with sponsors
Arrange for access to space and unlock necessary doors
Provide the necessary tables for registration, food, etc.
Welcome course organizers to space
Ensure the requested A/V is available
Greet and escort catering to event location
Promotion of event via College Newsletter and CE Website
Provide adequate signage for attendees
Ensure the space will be able to seat the estimated number of attendees

CE Services: Level 1 (\$500 per item)
Registration (5% or \$500 if no registration cost to attendees)
On-site course support day of conference (\$500 per day)
Speaker Coordination
Design and manage all print materials (brochures and course handouts) for distribution
Management of proceedings (outsourced to designer & editor)

CE Services: Level 2 (\$300 per item)
Arrange hotel accommodations
Coordinate external conference space (dinner reservations, hotel meeting rooms)
Arrange for all on-site catering
Arrange shuttle services (if applicable)
Arrange for parking pass procurement and day-of management/distribution
Send Thank You letters to attendees, sponsors and speakers
Continuing Education credit application & certificates

Note: Additional charges will include actual expenses incurred as a result of the activity.



Final Profit/Loss to be transferred to:

Chartfield:

Course Organizer(s) *Date*

Department Chair *Date*

Assistant Dean for External Relations and Chief Advancement Officer, Dr. Liesa Stone *Date*

Registration Includes:

- Provide CE website information for course with appropriate links to departments
- Advertisement on the CE email listserv
- Online registration set up and processing
- Optional payment processing by check, fax, or phone
- Registration confirmation and management
- Transfer of income and credit card transaction fees to course organizer's account
- Registration attendee updates (see timeline for frequency)

Speaker Coordination Includes:

- Contact speakers for titles and notes to be included in course proceedings
- Coordinate speaker arrangements (travel, honoraria, etc.)

If you will need additional services not listed above please contact the CE Office