



**Continuing Education Office -- Registration Only MOU**

**Course Organizer(s):** \_\_\_\_\_

**CE Activity Name:** \_\_\_\_\_

**CE Activity Date:** \_\_\_\_\_

<b>Responsibility of Course Organizer(s):</b>
Course development including agenda with speakers and topics
Preparation of course budget and management of course expenses
Complete IACUC/AUP trainings (if applicable)
Seek commercial support & obtain MOU with sponsors
Date coordination regarding space planning and evaluation of potential conflicts of dates/subjects
Manage the distribution, marketing, and advertising of course
Design and manage all print materials (brochures, course handouts, name badges) for distribution
Management of proceedings
Procurement of lab supplies if needed
Contact speakers for titles and notes to be included in course proceedings
Coordinate speaker arrangements (travel, honoraria, etc.)
Continuing Education credit application & certificates
Act as course moderator or appoint someone to introduce speakers, attend course
On-site course support and registration
Arrange meeting facilities and hotel accommodations
Arrange for all on-site catering
Arrange shuttle services (if applicable)
Arrange for parking pass procurement and day-of management/distribution
Analyze attendee course evaluations and prepare summary report
Adhere to the course checklist and timeline that will be presented with MOU
<b>CE Services: 5% of the Gross Registration Income</b>
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)
Analyze attendee course evaluations and prepare summary report

**Registration Income to be transferred to:**



Chartfield:

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*Course Organizer(s)*

*Date*

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*Department Chair*

*Date*

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