

**Continuing Education Office -- Full Support MOU**

**Course Organizer(s):**

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**CE Activity Name:**

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**CE Activity Date:**

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<b>Course Organizer(s): Final Profit/Loss after applicable fees and expenses</b>
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
<b>CE Services: 20% of Gross Registration Income, 0% of Sponsorship Income</b>
CE program coordinator to assist with course development, including zoom set up and management.
Evaluation of potential conflicts of dates/subjects via maintenance of master CE calendar
Assist in preparation and monitoring of course budget
Manage the distribution, marketing, and advertising of course
Design and manage all print materials (brochures and course handouts) for distribution (virtually or otherwise)
Provide CE website information for course with appropriate links
Contact speakers for titles and notes to be included in course proceedings
Coordinate speaker arrangements (travel, honoraria, etc.)
Management of proceedings (outsourced to designer & editor)
Coordinate MOU with sponsors
Continuing Education credit application & certificates
Manage and confirm all registrations
Registration attendee updates (see timeline for frequency)
On-site/day of course support and registration
Arrange meeting facilities, hotel accommodations, and virtual conference rooms
Arrange for all on-site catering (if applicable)
Arrange shuttle services (if applicable)
Arrange for parking pass procurement and day-of management/distribution (if applicable)
Send Thank You letters to attendees, sponsors and speakers (if requested)
Review and approve final fiscal course report
Prepare and share all final activity reports with course organizer for improvement opportunities
Analyze attendee course evaluations and prepare summary report

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

**Final Profit/Loss to be transferred to:**

Chartfield:

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<i>Course Organizer(s)</i>	<i>Date</i>
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<i>Department Chair</i>	<i>Date</i>
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<i>Assistant Dean for External Relations and Chief Advancement Officer, Dr. Liesa Stone</i>	<i>Date</i>
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