

Griffin Campus Conference and Meeting Fee Schedule (including Facility Fee – Charged on a Per Person Basis)

The Office of Continuing Education offers conferencing and meeting services to two types of University customers – (1) faculty or staff in need of space for a meeting or conference but is not charging a registration fee or does not have departmental or soft money funds designated for a conference or meeting event, (2) faculty or staff charging a registration fee or have departmental or grant funds to pay for conference and meeting services. The Office of Continuing Education is self-supporting; we ask University faculty and staff to build their budget considering the conference service fees below. In turn, we will offer a high quality service and make every effort to keep our rates as low as possible.

Conference Services	(1) UGA Griffin Campus and CAES Customers <u>Not</u> Charging a Registration Fee	(2) UGA Griffin Campus and CAES Customers Charging a Registration Fee
	UGA Griffin and CAES faculty & staff that hold meetings and conferences and do not charge a <i>registration fee</i> or have no "soft" or departmental funds designated for conference purposes.	UGA Griffin and CAES faculty & staff that hold meetings and conferences and charge a <i>registration fee</i> or have "soft" or departmental funds designated for conference purposes.
Basic Conference Support		
<p>1. Coordination Services</p> <ul style="list-style-type: none"> • Access to conference coordinator • Secretarial support • Receptionist support • conference planning • coordinate meals & breaks (AM & PM); see break fee sheet for more info • coordinate lodging • coordinate transportation • assistance with coordination of program development • on-site event management <p>2. Room Scheduling in the University system</p> <p>3. Facilities</p> <ul style="list-style-type: none"> • Conference facilities & rooms, subject to a minimum charge* • Set-up/clean-up; may be assessed a \$25 set-up fee for changes to set-up <p>4. Basic A-V access</p> <ul style="list-style-type: none"> • microphone & podium • overhead projector • screen <p>5. Access to Business Services</p> <ul style="list-style-type: none"> • telephone, fax, copying, Internet connection, computer access <p>6. Free parking on UGA Griffin Campus</p> <p>*Minimum daily charge: Auditorium or Pavilion Conference Rooms</p> <p>Note: There is a minimum facility usage charge to cover operating expenses for low enrollment conferences.</p>	<p>No charge for facilities and other services as given under Basic Conference Support</p> <p>No Charge for Room Scheduling</p> <p>No Charge</p> <p>No Charge</p>	<p>\$5.50/person</p> <p>\$100/day</p> <p>\$ 60/ half day</p>

SUPPORT A: Basic Registration Services	(1) UGA Griffin Campus and CAES Customers <u>Not</u> Charging a Registration Fee	(2) UGA Griffin Campus and CAES Customers Charging a Registration Fee
<p>Registration services</p> <ul style="list-style-type: none"> • Registration form development • Printing liaison related to the registration form • Telephone, fax, & mail registration • collection of registration fees • Deposits • On-site registration • Receipt received on-site • Handle inquiries regarding your conference • Registration list • Name badges (on request; additional charge) <p>Accounting services related to Registration</p> <ul style="list-style-type: none"> • Budget development • Track income and expenses • Pay or coordinate payment of expenses • Financial Report • Direct billing (on request) 	\$5.00/person	\$5.00/person
SUPPORT B: Extended Registration Services		
<p>Confirmation Package mailed to Registrant</p> <ul style="list-style-type: none"> • customer friendly confirmation letter • registration receipt w/ itemized list • directions/map to Griffin campus • postage, labels, envelopes with UGA affiliation • telephone confirmation for late enrollees • fax confirmation service for late enrollees • distribution of additional conference materials (on request) within limits 	\$2.50/person	\$2.50/person
SUPPORT C: Conference Marketing Services		
<p>Print</p> <ul style="list-style-type: none"> • Brochure Development • Printing liaison • Mail list coordination • Mail list management • Newspaper advertising research and coordination <p>Radio</p> <ul style="list-style-type: none"> • Radio advertising research and coordination <p>Liaison to additional marketing services from UGA ETC</p>	<p>Direct Bill for Marketing Products</p> <p>Cost of staff time for providing services</p>	<p>Direct Bill for Marketing Products</p> <p>Cost of staff time for providing services</p>

CEU Management Services	(2) UGA Griffin Campus and CAES Customers Charging a Registration Fee	(2) UGA Griffin Campus and CAES Customers Charging a Registration Fee
CEU Management Services <ul style="list-style-type: none"> • Set-up CEU record and transcript • Provide monitor/instructor sheets • Maintain a record for reasonable period • Provide CEU record to participant • Provide a certificate • Report CEUs to UGA CEU Oversight 	Charge to Participant Transcript – \$10 Certificate – \$10-25	Charge to Participant Transcript – \$10 Certificate – \$10-25
Direct Costs		
<ul style="list-style-type: none"> • Printing <ul style="list-style-type: none"> Date saver Registration form Brochure Proceedings • Speaker letters/packets • Advertising Costs • Signs • On-site registration • Lodging • Offsite facility fees • Catered Meals (priced per person) • Breaks (priced per person) • Table cloths <ul style="list-style-type: none"> – Disposable, \$4.00/ tc – Cloth/Skirt, \$10.00/tc • Transportation • TV/Radio/Newspaper Advertising Development • Dedicated AV Tech Support • AV equipment not included in Basic Support (Data Projector, etc.) • Offsite Non UGA AV Costs • Program Evaluation Instrument Development • After hours/weekend event management/ facilitator • Tanberg/WIMBA support • Laptop computer laboratory • Custom or specialized goods or services not included in the Support plans above 	Direct cost plus any credit card charges Direct cost plus any credit card charges Direct cost plus any credit card charges Direct cost plus any credit card charges Direct cost of staff time Direct cost plus any credit card charges Direct cost plus any credit card charges See Info on Box and Hot Meals See Info on AM an PM Breaks \$4.00 per disposable able cloth \$10.00 per cloth table cloth Direct cost plus any credit card charges Direct cost plus any credit card charges No charge No charge \$20.00/day No Charge \$15.00/hour No Charge from 8 AM to 5 PM; \$15.00/hour after 5 PM and before 8 AM Call our office	Direct cost plus any credit card charges Direct cost plus any credit card charges Direct cost plus any credit card charges Direct cost plus any credit card charges Direct cost of staff time Direct cost plus any credit card charges Direct cost plus any credit card charges See Info on Box and Hot Meals See Info on AM an PM Breaks \$4.00 per disposable able cloth \$10.00 per cloth table cloth Direct cost plus any credit card charges Direct cost plus any credit card charges No charge \$20.00/day \$20.00/day No Charge \$15.00/hour No Charge from 8 AM to 5 PM; \$15.00/hour after 5 PM and before 8 AM Call our office