



UNIVERSITY
OF MANITOBA

Rady Faculty of Health Sciences



CPD Medicine Program - Fee and Service Guide April 1, 2016 – March 31, 2017

Event Coordination Services

Basic Program Parameters:

ONE-day or HALF-day event
7 hours max
Weekdays only
No later than 4:30 pm
150 participants max
5 speakers max (local only)
Local events only (Winnipeg)

Some of the Basic Services we can provide:

Attendance tracking
Brochure Creation
Catering coordination - on-site (U of M Bannatyne)
Financial /Budget – planning and coordination
Program and Speaker Evaluations
On-line Registration and fee payments- set up and processing
Venue recommendations & booking - on-site (U of M Bannatyne)

Basic Program Fees:

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| CPD Coordination fees | \$2,500 per event |
| On-line registration processing fee | \$15 per registrant |
| Additional Day or half day | \$1,300 per day/half day |
| Event Cancellation Fee | \$15 per registrant plus expenses for services already rendered |

Additional Services - \$35 per hour

Services in addition to those included in the basic fees and parameters may be available. Any additional services will be charged the coordination rate of \$35 per hour.

On-Line Registration and Fee Payment ONLY - \$25 per registrant

Some clients may not request event coordination services but would like us to provide only on-line registration and fee payment processing. For this service by itself, we charge \$25 per registrant.



CPD Medicine Program Event Accreditation Services

Royal College of Physicians and Surgeons of Canada: Maintenance of Certification

The CPD Medicine Program is approved by the Royal College of Physicians and Surgeons of Canada to assign Maintenance of Certification Section 1 and 3 credits.

College of Family Physicians of Canada: Mainpro+

Mainpro+ accreditation is provided directly by the Manitoba College of Family Physicians or CFPC. The CPD Medicine Program is approved by the CFPC to assign Mainpro+ credits, but ONLY for those programs in which approved CPD Program Faculty are substantially involved in the planning of the event. Please contact our Program if this is of interest to you.

Event Accreditation Fees for Section 1 or Mainpro+

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| Held once AND 1 day long or less | |
| ○ with commercial support – i.e. sponsorship funding, exhibitor fees. | \$500 |
| ○ without commercial support – i.e. sponsorship funding, exhibitor fees. | \$350 |
| Held 2-4 times in the year OR 2-3 days long | |
| ○ with commercial support – i.e. sponsorship funding, exhibitor fees. | \$700 |
| ○ without commercial support – i.e. sponsorship funding, exhibitor fees. | \$500 |
| Held 5 or more times per year OR Longer than 3 days | |
| ○ with commercial support – i.e. sponsorship funding, exhibitor fees. | \$1000 |
| ○ without commercial support – i.e. sponsorship funding, exhibitor fees. | \$750 |

Event Accreditation Fees for Section 3 RCPSC

(For Self-Assessment Programs & Simulations Activities)

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| ○ with commercial support – i.e. sponsorship funding, exhibitor fees. | \$800 |
| ○ without commercial support – i.e. sponsorship funding, exhibitor fees. | \$600 |

- Late Fee: 50% of Accreditation fee.

NOTE: Accreditation applications MUST be received **6 weeks prior** to event date; less than 6 weeks an additional 50% late fee will be charged. Applications received **less than 10 business days prior to the event will not be considered** and will be returned to the applicant.