



Stanford MEDICINE | Stanford Center for Continuing Medical Education

Accreditation Fees

Live activities including courses, conferences, and workshops, take place at a specified date, time, and location.

STEP 2

Component Scale	Component	0 point	2 points	4 points	6 points	8 points	10 point	Choose Option	Points
	Target Audience	Stanford Only	Bay Area	Regional	National	International		Stanford Only	0
	Accredited CME Hours	≤ 3	> 3	> 9	> 17	> 25	≤ 40	0	0
	Coordinate Other Credit Types i.e. ACEP, SDMS, etc. ²	CME Only		1	2	3	≥ 4	CME Only	0
	Presenters and Facilitators	Non-clinical ¹	≤ 10	> 10	> 20	> 40	≤ 50	Non-clinical	0
	Audience Size	< 50	> 50	> 75	< 100	< 200	≤ 300		0
	External Partners	0	1-2	3-4	5-6	7-8	≤ 10	0	0
	Online Registration Managed by CME	No	Yes (no Reg \$)	Yes (Reg \$)				No	0
	Commercial Support: Education Grants and/or In-kind donation from Industry*	No			Yes*			No	0
	Repeated Activity: Same content different audience	0	1 - 6	7 - 12	13 - 18	19 - 24	≤ 40	0	0
	Cohort Based Activity: Same audience with multiple sessions as part of one activity		1 - 6	7 - 12	13 - 18	19 - 24	≤ 40	0	0
	Less than 3 months out	No	Yes					No	0
¹ Disclosures may be waived for non-clinical themes, topics or content. ² Third party costs may apply. Commercial Support: A 13% infrastructure charge and a 7% CME Accreditation fee will be applied to the total amount of industry support received for the activity on Stanford CME Activities.							\$125 per point	Total Points	0
								Commercial Support Fee	\$ -
ACCREDITATION COMPONENT TOTAL								\$	-



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Optional Management Services

STEP 3			
Registration	Online Registration: Includes the creation of activity webpage, registration link, payment gateway and online collection of learner data.	\$250	\$ -
	Post-Activity Registration: Includes standard evaluation questionnaire, and reports.	Included	
		Sub-Total	\$ -
Logistics	Base Event Management Fee : \$2000 Includes services of one staff member for day of activity logistics for a typical one day activity (i.e. mostly didactic sessions with small group breakout sessions). Does not include travel and onsite registration support.		\$ -
	Ala Carte*		
	Venue: Selection + Contract Coordination	\$150	\$ -
	Speaker Lodging Procurement	25 per speaker	\$ -
	Audio Visual: Selection + Coordination	\$50	\$ -
	Catering: Selection + Coordination	\$150	\$ -
	Course Material Collection + Print Coordination	\$200	\$ -
	Course Material Collection Online Posting (Material via Cloud CME)	\$100	\$ -
	Networking Reception/ Faculty Dinner Coordination + Management	\$300	\$ -
	Onsite and Day of Activity*		
	Walk-in Registration Fee Collection (2 hr. max/one staff member) for Stanford campus events. Does not include travel to off-campus locations.		Included
	In-Kind Support Delivery and Pick-Up Coordination	\$100	\$ -
	Temp Staff Selection + Coordination	\$25	\$ -
	Registration Processing + Meeting Logistics (per staff member)	200 per day	\$ -
* Costs for selected services will be passed on to you/department/division/center/hospital. **Stanford policy on food and beverage would be applied to food and beverage selection. For more information click		Sub-Total	\$ -
Marketing	Stanford CME Calendar and Website Listing	Included	
	Stanford CME Internal Interest List (Eblast) ~13,000 names	Included	
	Facebook, Twitter Posting to #stanfordCME	Included	
	MedStaff Weekly (Eblast)	Included	
	PCHA-UHA e-Newsletter	Included	
	Save the Date Distribution Management (Mail/Eblast)	\$50	No \$ -
	Brochure Distribution Management (Mail/Eblast)	\$100	No \$ -
	3rd Party Mailing House Listing Procurement	\$200	No \$ -
	Digital Ads Coordination	\$250	No \$ -
		Sub-Total	\$ -
Technology	Audience Response System Question Coordination + Onsite Facilitation	\$50	\$ -
	Video Streaming + Recording Facilitation	\$250 Plus Costs	\$ -
	Advanced Tech Support Other	Price determined per project	
		Sub-Total	\$ -
Financial Processing	Honorarium Processing + Payment	\$50 per speaker	\$ -
	Speaker Travel/Meal Receipt Collection + Reimbursement Coordination	\$50 per speaker	\$ -
		Sub-Total	\$ -
Travel Expenses	CME STAFF TRAVEL EXPENSE CALCULATOR		
	Mileage	Rate per mile: \$	\$ -
	Airfare		\$ -
	Parking		\$ -
	Per Diem	Daily rate: \$	\$ -
	Other	Describe other	\$ -
		Sub-Total	\$ -
Other			
		Sub-Total	\$ -
OPTIONAL MANAGEMENT SERVICES TOTAL			\$ -