



<b>SUPPORT A: Basic Registration Services</b>	<b>(1) UGA Griffin Campus and CAES Customers <u>Not</u> Charging a Registration Fee</b>	<b>(2) UGA Griffin Campus and CAES Customers Charging a Registration Fee</b>
<p><b>Registration services</b></p> <ul style="list-style-type: none"> <li>• Registration form development</li> <li>• Printing liaison related to the registration form</li> <li>• Telephone, fax, &amp; mail registration</li> <li>• collection of registration fees</li> <li>• Deposits</li> <li>• On-site registration</li> <li>• Receipt received on-site</li> <li>• Handle inquiries regarding your conference</li> <li>• Registration list</li> <li>• Name badges (on request; additional charge)</li> </ul> <p><b>Accounting services related to Registration</b></p> <ul style="list-style-type: none"> <li>• Budget development</li> <li>• Track income and expenses</li> <li>• Pay or coordinate payment of expenses</li> <li>• Financial Report</li> <li>• Direct billing (on request)</li> </ul>	\$6.50/person	\$6.50/person
<b>SUPPORT B: Extended Registration Services</b>		
<p><b>Confirmation Package mailed to Registrant</b></p> <ul style="list-style-type: none"> <li>• customer friendly confirmation letter</li> <li>• registration receipt w/ itemized list</li> <li>• directions/map to Griffin campus</li> <li>• postage, labels, envelops with UGA affiliation</li> <li>• telephone confirmation for late enrollees</li> <li>• fax confirmation service for late enrollees</li> <li>• distribution of additional conference materials (on request) within limits</li> </ul>	\$4.50/person	\$4.50/person
<b>SUPPORT C: Conference Marketing Services</b>		
<p>Print</p> <ul style="list-style-type: none"> <li>• Brochure Development</li> <li>• Printing liaison</li> <li>• Mail list coordination</li> <li>• Mail list management</li> <li>• Newspaper advertising research and coordination</li> </ul> <p>Radio</p> <ul style="list-style-type: none"> <li>• Radio advertising research and coordination</li> </ul> <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>

<b>CEU Management Services</b>	<b>(2) UGA Griffin Campus and CAES Customers Charging a Registration Fee</b>	<b>(2) UGA Griffin Campus and CAES Customers Charging a Registration Fee</b>
<b>CEU Management Services</b> <ul style="list-style-type: none"> <li>• Set-up CEU record and transcript</li> <li>• Provide monitor/instructor sheets</li> <li>• Maintain a record for reasonable period</li> <li>• Provide CEU record to participant</li> <li>• Provide a certificate</li> <li>• Report CEUs to UGA CEU Oversight</li> </ul>	Charge to Participant Transcript – \$10-\$25  Certificate – \$10-\$25	Charge to Participant Transcript – \$10-\$25  Certificate – \$10-\$25
<b>Direct Costs</b>		
<ul style="list-style-type: none"> <li>• Printing               <ul style="list-style-type: none"> <li>Date saver</li> <li>Registration form</li> <li>Brochure</li> <li>Proceedings</li> </ul> </li> <li>• Speaker letters/packets</li> <li>• Advertising Costs</li> <li>• Signs</li> <li>• On-site registration</li> <li>• Lodging</li> <li>• Offsite facility fees</li> <li>• Catered Meals (priced per person)</li> <li>• Breaks (priced per person)</li> <li>• Table cloths               <ul style="list-style-type: none"> <li>– Disposable, \$5.00/ table cloth</li> </ul> </li> <li>• Transportation</li> <li>• TV/Radio/Newspaper Advertising Development</li> <li>• Dedicated AV Tech Support</li> <li>• AV equipment not included in Basic Support (Data Projector, etc.)</li> <li>• Offsite Non UGA AV Costs</li> <li>• Program Evaluation Instrument Development</li> <li>• After hours/weekend event management/facilitator</li> <li>• ZOOM support</li> <li>• Laptop computer laboratory</li>   <li>• Custom or specialized goods or services not included in the Support plans above</li> </ul>	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  \$5.00 per disposable table cloth Direct cost plus any credit card charges Direct cost plus any credit card charges  No charge No charge  \$25.00/day No Charge  \$20.00/hour  No Charge from 8 AM to 5 PM; \$20.00/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  \$5.00 per disposable table cloth Direct cost plus any credit card charges Direct cost plus any credit card charges  No charge \$25.00/day  \$25.00/day No Charge  \$20.00/hour  No Charge from 8 AM to 5 PM; \$20.00/hour after 5 PM and before 8 AM  Call our office