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 UGA Griffin and CAES faculty & staff | (2) UGA Griffin Campus and CAES Customers Charging a Registration Fee UGA Griffin and CAES faculty & staff |
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| | that hold meetings and conferences and do not charge <i>a registration fee</i> or have no "soft" or departmental funds designated for conference purposes. | that hold meetings and conferences and charge <i>a registration fee</i> or have "soft" or departmental funds designated for conference purposes. |
| Basic Conference Support | | |
| Coordination Services 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 Room Scheduling in the University system Facilities Conference facilities & rooms, subject to a minimum charge* Set-up/clean-up; may be assessed. \$25 set-up fee for changes to set-up Basic A-V access microphone & podium overhead projector screen Access to Business Services telephone, fax, copying, Internet connection, computer access Free parking on UGA Griffin Campus | No charge for facilities and other services as given under Basic Conference Support No Charge for Room Scheduling | \$6.50/person |
| *Minimum daily charge : Auditorium, Garden Bldg., and SLC rooms | | \$250/day |
| Note: There is a minimum facility usage charge to cover operating expenses for low enrollment conferences. | | \$ 150/ half day |

| 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 |
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| Registration services 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) Accounting services related to Registration Budget development Track income and expenses Pay or coordinate payment of expenses Financial Report Direct billing (on request) | \$6.50/person | \$6.50/person |
| SUPPORT B:Extended Registration Services | | |
| Confirmation Package mailed to Registrant • customer friendly confirmation letter • registration receipt w/ itemized list • directions/map to Griffin campus • postage, labels, envelops with UGA affiliation • telephone confirmation for late enrollees • fax confirmation service for late enrollees • distribution of additional conference materials (on request) within limits | \$4.50/person | \$4.50/person |
| SUPPORT C:Conference Marketing Services | | |
| Print Brochure Development Printing liaison Mail list coordination Mail list management Newspaper advertising research and coordination Radio Radio advertising research and coordination Liaison to additional marketing services from UGA ETC | Direct Bill for Marketing Products Cost of staff time for providing services | Direct Bill for Marketing Products Cost of staff time for providing services |

| 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 |
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| CEU Management Services 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-\$25 Certificate – \$10-\$25 | Charge to Participant Transcript – \$10-\$25 Certificate – \$10-\$25 |
| Direct Costs | | |
| Printing Date saver Registration form Brochure Proceedings | Direct cost plus any credit card charges | Direct cost plus any credit card charges |
| Speaker letters/packets Advertising Costs Signs On-site registration Lodging Offsite facility fees Catered Meals (priced per person) Breaks (priced per person) Table cloths | 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 | 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 |
| Disposable, \$5.00/ table cloth Transportation TV/Radio/Newspaper Advertising | \$5.00 per disposable table cloth Direct cost plus any credit card charges Direct cost plus any credit card charges | \$5.00 per disposable table cloth Direct cost plus any credit card charges Direct cost plus any credit card charges |
| Development Dedicated AV Tech Support AV equipment not included in Basic Support (Data Projector, etc.) | No charge No charge | No charge \$25.00/day |
| Offsite Non UGA AV Costs Program Evaluation Instrument Development | \$25.00/day No Charge | \$25.00/day No Charge |
| After hours/weekend event management/ facilitator ZOOM support Laptop computer laboratory | \$20.00/hour No Charge from 8 AM to 5 PM; \$20.00/hour after 5 PM and before 8 AM | \$20.00/hour No Charge from 8 AM to 5 PM; \$20.00/hour after 5 PM and before 8 AM |
| • Custom or specialized goods or services not included in the Support plans above | Call our office | Call our office |