



Appendix C: Fee Structure

I. Registration Fees

1. Basic Registration setup fee - \$250
2. Registration setup with management – \$500
 - Financial Management, multiple fronts needed, etc.

II. Additional Fees

- (Pricing in addition to “Registration setup with management” fee above)

1. Large Conference/Event (100+ participants) - \$500
2. CEU granting Event - \$250
3. CEU Awards/Transcripts - \$30 / participant

III. Accommodation/ Event Planning Fees

- (Pricing in addition to any fees above)

1. Arranging for speakers, their travel, audio-visual, and other instructional needs - \$100
2. Setting up the promotion and marketing activities for the program – Fee dependent on eLearning Marketing’s estimates.
3. Arranging for accommodations where housing is required and for food service where regular and/or special meals may be required - \$100
4. Arranging for the physical facilities in which the program will take place (e.g., classroom space, banquet facilities, conference centers, etc.) - \$200
5. Organizing tours, social functions, special events, transportation entertainment, and guest programs - \$250
6. Arranging for the duplication of handouts or course notes and ordering any textbooks - \$100 + costs of printing