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