



Live Activity Course Pricing- Division of CME & CE

When you decide to pursue a CME live activity where the LISOM@WH CME office manages all of the logistics, we will offer you two options for paying for the course. In the first plan, the CME office assumes all financial risk, earns all potential revenue, and absorbs any loss from the course. In return, you agree to follow certain guidelines that are outlined below. In the second plan, your department assumes the financial risk and potential revenue from the event. If you choose this option, our office charges a **fee of 20 percent of revenue with a minimum of \$7,500.**

Plan I: “Opt-in” to pooled risk (no risk to the Sponsoring clinical department):

- CME office will assume all financial risk; earns all potential revenue or absorbs any loss
- Must remain “opt-in” for three runs of course
- After three runs, department may choose to “opt-out”
- Criteria must be met:
 - Guest faculty travel and hotel stays will be within CME limit of \$7,500
 - Guest speaker honoraria: \$750
 - Learner registration fees will be negotiated with CME department
 - Advertising/mailing outreach will be evaluated on a case by case basis
 - Syllabus format: online
 - No lunch/dinner provided (unless paid for by department)
 - No receptions/galas (unless paid for by department)
 - No offsite venues (unless approved by CME Committee)

Plan II: “Opt-out” of pooled risk:

- Sponsoring department(s) will assume all financial risk; earns all potential net income or absorbs any loss
- Sponsoring department(s) pay a CME fee of **20 percent of all revenue** with a minimum of **\$7,500**
- Planning budget decisions are controlled by sponsoring department(s)

Plan III: Department-Managed (a.k.a. “Skinny” or Self- Produced) Activity:

When you decide to pursue a CME live activity where your department manages all of the logistics, LISOM CME office charges a fee of **\$2,500**. Should you choose to run a series of activities under the same umbrella, we will charge an additional \$100 for each additional session. External Grants must be requested/ managed by CME office for compliance.

Plan IV: “Skinny” Self-Produced CE courses for non-physician learners:

Course which do not target physicians as part of the professional audience may utilize the registration website and credit transcript system, **for a recordkeeping fee of \$7.50 per attendee.**

- It is suggested that this fee be budgeted into your overall attendee registration fee, so that it can be deducted from registration fees at daily/weekly credit card settlement.**
- If your registration count diminishes due to attendee cancellations, the recordkeeping fee is not diminished.

**Activity sponsor must specify a valid accounting chartstring to facilitate transfer of revenues to sponsor department

Plan V: External Organization Joint Providership (flexible):

If you are a non-accredited entity, wishing to partner together to run a jointly provided activity, please contact our office directly at Robert.Martin2@nyulangone.org