

Professional Conference Organiser (PCO) – checklist of required services

Every event is different so discussions will need to be had to discuss all requirements prior to any agreements including availability of RCPATH team. PCO service costs may vary due to the amount of work required by the RCPATH team.

COMPANY INFORMATION		
Company name: (agreement must be signed in the name of the account for which is being invoiced)		
Address:		
Telephone number:		
Date of event:		
CHECKLIST - PCO SERVICES		
<input type="checkbox"/>	Standard PCO Services per event, per day	Cost: Up to 50 Delegates £1,500 + VAT 50-100 Delegates £2,500 + VAT 100+ Delegates £4,000 + VAT 300+ Delegates £6,000 + VAT Cost inclusions; <ul style="list-style-type: none"> • Hosting of event at chosen venue • Liaison with venue contact • Delegate liaison • Direct liaison with speakers (if required) • Initial estimate of delegates numbers to be given on signing of agreement contract. Final numbers and additional costs will be accounted for on final recording of account.
<input type="checkbox"/>	Account Management	Cost: £250 + VAT Cost inclusions; <ul style="list-style-type: none"> • RCPATH to manage all expenses • Full accounting log of all expenses • Account production for final account Invoicing of final account to client for monies owed.
<input type="checkbox"/>	Registration Management via the RCPATH Website	Cost: £500 + VAT. <i>Please note is selecting this option you will need to select the Account management option as standard</i> Cost inclusions; <ul style="list-style-type: none"> • Managing registrations and income via RCPATH website • Dealing with all registration enquiries

<input type="checkbox"/>	CPD Accreditation	<p>Cost: £30 + VAT</p> <p>Cost inclusions;</p> <ul style="list-style-type: none"> • Finalising CPD credit for your event • Distribution of CPD certificates to delegates
<input type="checkbox"/>	Sponsors - basic	<p>Cost: We can offer advice on sponsorship packages and costs involved.</p> <p>Please advise if your event will be sponsored. It is up to the company to work with sponsors not the RCPATH. RCPATH will include any sponsorship logos (in jpeg format) included on the online adverts and a holding slide only.</p>
<input type="checkbox"/>	Sponsorship management	<p>Cost: £250 + VAT</p> <ul style="list-style-type: none"> • Provide liaison with sponsors throughout event • Chasing sponsors for confirmation/ payment • Holding sponsorship monies until after the event where all income will be transferred • Note: if anything, else is required this will need to be discussed further and cost could change
<input type="checkbox"/>	Advertising via monthly RCPATH email & website	<p>Cost: £75 + VAT per month. Reductions will be given on multiple months. (Please specify how many months in advance)</p>
<input type="checkbox"/>	Recording of event or individual sessions	<p>Cost: £175 + VAT</p> <p>Recording of whole day events is not included. We ask you to choose which sessions to be recorded.</p>
<input type="checkbox"/>	Editing of recording (basic level)	<p>Cost: Minimum £225 + VAT per hour</p> <p>Please note editing is completed offsite. A quote will be obtained for your approval</p>
<input type="checkbox"/>	Post event evaluation and report	<p>Cost: £80 + VAT</p> <p>Cost inclusions;</p> <ul style="list-style-type: none"> • Distribution of evaluation survey (questions to be approved by you in advance) • Collation of responses • Final report – property of the client
<input type="checkbox"/>	Hybrid support	<p>Cost:</p> <p>Please note if using an external venue (Not RCPATH Facilities) Hybrid event support will have to be managed by the venue AV team, along with any costs involved. If using RCPATH facilities, we can support a hybrid event using Zoom platform</p> <p>Cost inclusions:</p> <ul style="list-style-type: none"> • Sending out of log in details to speakers • 1-2 Practice sessions with speakers presenting via Zoom • Sending out log in details to those delegates joining via Zoom • Technical support at venue only for zoom facility.

To confirm the PCO services, please fill in the PCO Services Confirmation on the next page, sign and date below and return to pcoservices@rcpath.org

PCO Services Confirmation

Contact Details

Name:.....
Company:.....
Address:.....
.....
.....
Tel:.....
Email:.....

Invoicing Details (please note that the agreement must be signed in the name of the account for which is being invoiced)

Name:.....
Company:.....
Address:.....
.....
.....
Tel:.....
Email:.....

Signed:.....
Date:.....

The College would like to thank you for your consideration and we look forward to working with you.