

Appendix A

Continuing and Professional Education Services Operations Guidelines

Definition of Terms

Note: Within this Appendix, the term “event” and any of its logical variants shall be considered to apply equally to courses, programs, events, workshops, conferences, symposia, or any other endeavor for which CPES may supply services and/or support.

Advanced Services

ADVANCED SERVICES provided by CPES consist of the services listed below. **Note:** DIRECT COSTS and DISCRETIONARY COSTS associated with or required by any of the ADVANCED SERVICES must be paid by the event.

- Facilitation of event planning, procurement, and management
- Payment of the event’s direct expenses (direct expenses will be charged at cost)
- Web Management
- Event Registration Management
- Financial Management and Accounting
- Logistics Planning
- Marketing Services
- Sponsor and Exhibitor Management
- On-Site Event Management
- Document Management

See Appendix B for more detail relating to Advanced Services.

Basic Services

BASIC SERVICES provided by CPES consist of the services listed below. **Note:** DIRECT COSTS and DISCRETIONARY COSTS associated with or required by any of the BASIC SERVICES must be paid by the event.

- Event Registration
- Financial Accounting

See Appendix B for more detail relating to Basic Services.

Direct Costs

DIRECT COSTS are those contracted/direct expenses required for the program. Examples include:

- Labor (other than that supplied by CPES in providing BASIC and/or ADVANCED SERVICES)
- Venue rental
- Food, beverages, catering
- Audio-visual equipment purchase or rental
- Travel expenses
- Translation services
- Printing/copying expenses
- Entertainment
- Marketing expenses; e.g., graphic artist fee, advertising fees, mailing lists, photo license
- Web expenses; e.g. photo license, special graphics
- Document management system procurement or usage fees
- On-site management; e.g., extra personnel, security, Wi-Fi charges, business center

Discretionary Costs

DISCRETIONARY COSTS are those expenses that are not required to offer the program; i.e., they are optional

Mines Entity

A MINES ENTITY is a Mines faculty/staff person who is actively involved in the planning and/or conduct of an event.

Non-Mines Entity

A NON-MINES ENTITY is an individual not employed by Mines, but who is actively involved in the planning and/or conduct of an event.