

PCO Services 2021 - Virtual Events

What can the RCPATH PCO team offer?

The PCO team based at the Royal College of Pathologists, 6 Alie Street, London will offer consistency, experience, continuity and efficiency, while enhancing the value of the client's efforts in the eyes of the participants, communities and other strategic partners. We will act as a consultant to the organising committee, enacting its decisions whilst utilising the experience and knowledge it has gained over many years in organising events. We will work with your budget and tailor an agreement to your requirements and draw up a formal agreement between the two parties.

We use Zoom as the preferred platform.

Please note – For multiple day or a series of events, we can work out a package cost for the whole series.

Standard PCO Services for Virtual learning per event (if a two-day event extra costs will be incurred)	<p>Cost: £1,000 + VAT</p> <p>Cost inclusions;</p> <ul style="list-style-type: none"> • Hosting of event via meetings/webinar (limited numbers for each platform) • Advertising via the RCPATH Events Calendar • CPD accreditation (supply draft CPD certificate) • Delegate liaison • Direct liaison with speakers (if required) • Maximum 2 practice sessions with speakers • Management of Q&A session
Account Management	<p>Cost: £250 + VAT</p> <p>Cost inclusions;</p> <ul style="list-style-type: none"> • RCPATH to manage all expenses • Full accounting log of all expenses • Account production for final account <p>Invoicing of final account to client for monies owed.</p>
Registration Management via the RCPATH Website	<p>Cost: £500 + VAT. <i>Please note is selecting this option you will need to select the Account management option as standard</i></p> <p>Cost inclusions;</p> <ul style="list-style-type: none"> • Managing registrations and income via RCPATH website • Dealing with all registration enquiries
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
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>
Sponsorship management	<p>Cost: £250 + VAT</p> <ul style="list-style-type: none"> • Provide liaison with sponsors throughout event

	<ul style="list-style-type: none"> • 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
Extra practice session (up to 1 hour);	Cost: £100 + VAT per practice session
Advertising via monthly RCPATH email & website	Cost: £75 + VAT per month. Reductions will be given on multiple months. (Please specify how many months in advance)
Polling/Voting management	Cost: £50 + VAT Questions must be supplied by client for each event
Recording of event or individual sessions	Cost: £175 + VAT Recording of whole day events is not included. We ask you to choose which sessions to be recorded.
Editing of recording (basic level)	Cost: Minimum £225 + VAT per hour Please note editing is completed offsite. A quote will be obtained for your approval
Post event evaluation and report	Cost: £80 + VAT Cost inclusions; <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

If you wish to discuss your requirements please get in touch via email – pcoservices@rcpath.org