

MERC Program Costs Non-AAMC Venues

A. Basic Program Costs

The following costs are paid by the sponsoring organization*:

- a. Facilitator transportation*
- b. Facilitator lodging and meals
- c. Facilitator honorarium (\$750/workshop*)
- d. Program materials duplication
- e. Licensing fee (\$1500/workshop in USA*)

B. Workshop Fees

For Non-AAMC venues, the sponsoring organization will pay a licensing fee of \$1500 per workshop*. However there is no specific participant workshop fee; the sponsoring organization is free to charge a workshop fee to participants and in this way offset some program costs.

For AAMC and non-AAMC venues, a separate certificate enrollment fee of \$100 can be paid by the sponsoring organization or left to the discretion of individual participants. Participants can enroll in the certificate program after the completion of six workshops.

C. Workshop Features

1. All MERC workshops are 3 hours in duration.
2. The minimum enrollment is 8 participants; maximum enrollment is 25
3. Participants will receive complete workshop materials
4. The sponsoring organization will provide MERC with attendance lists for each workshop, so that the MERC database can be kept up-to-date. Individuals must complete 6 workshops to be eligible for registration of the MERC certificate.
5. Faculty who cannot attend 6 on-site workshops can complete their six workshops by attending those offered at AAMC regional meetings (spring) and/or the AAMC national meeting (fall); they would be subject to the \$50 workshop fee. Faculty can attend these conference-based workshops.

D. Intellectual Property Rights

MERC workshop materials are only provided to workshop participants; they cannot be included in paper or electronic form for distribution to other conference attendees.

MERC workshops cannot be video or audio recorded without prior arrangements with MERC.

E. Coordinating MERC Workshops

What has worked well so far is if the local program planners put together a “dream schedule” in terms of dates and presentation topics. Then, the MERC staff will work to identify possible presenters for each workshop. Once there is a commitment by presenters for the workshops on the specified dates, MERC will turn scheduling back to the local program planners to take over coordination with the presenters.

F. Special Requirements

The workshop focusing on ***Searching the Medical Education Literature*** is largely a hands-on learning experience. Ideally, the workshop requires a computer lab or at least, wireless internet access so that participants can log onto the internet-based search engines. Typically, this workshop is co-conducted by an experienced educator and an experienced health sciences librarian, however alternative arrangements have been successful in the past and various models of workshop leadership can be discussed.

MERC will coordinate to provide a speaker. What works best is if a local health sciences librarian can also attend the session to provide an overview of the local resources and work with the presenter to assist participants. It is also an opportunity for faculty to become acquainted with one of their local health science librarians.

Also, because this is a hands-on learning experience, this workshop works best when offered in a computer lab setting or at least where faculty have wireless internet access, so that faculty can bring a laptop and participate in actual searches of various databases.

G. Continuing Medical Education (CME) Credits

At this time, AAMC does not provide CME credits for MERC workshops.

**International fee determined on a case-by-case basis.*