

## GDC Electronic Meeting Contract

Meeting Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_ # in Group: \_\_\_\_\_

Participants experience using the system:  1<sup>st</sup> time  Mixed  Experienced

Planning Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting Contact(s): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Report Recipient: \_\_\_\_\_ Format: \_\_\_\_\_ Need by: \_\_\_\_\_

Group Type: Other      Other – Non- Profit (**For Fargo Only**)

Estimated Cost of Services: Page 2

Billing Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IRB Statement: I understand the NDSU IRB policy and will take any necessary action.**

<http://www.ndsu.nodak.edu/research/compliance/irb/index.shtml>       Yes  No

Can we report that your organization has used the GDC?  Yes  No

1. What is the purpose/focus of your meeting?
  
2. What is the desired outcome of your meeting?
  
3. Will you like to use polling/voting/prioritizing on any topics?
  
4. What topics will be discussed?
  
5. Are there any special needs or security concerns for the meeting?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GDC Facilitator Signature: \_\_\_\_\_

## Cost

	<u>Non - Profit Cost (For Fargo Only)</u>	<u>General Cost</u>
<b>Planning</b>	\$0	\$0
<b>Moderator/Facilitator</b>	\$50/hr	\$50/hr
<b>GDC Base Fee</b>	\$250/hr	\$450/hr
<b>General Report:</b>	\$0	\$0
<b>Specialized Reports</b>	\$25/hr	\$25/hr
<b>Use of 21 computers</b>	\$0	\$0
<b>Additional Computers (when available)</b>	\$10/unit	\$10/unit
<b>Setup Fee (outside of GDC)</b>	**	**
<b>Travel</b>	Actual Cost	Actual Cost
<b>Security Fee after building hours</b>	\$20/hr	\$20/hr
<b>Catering – Call 231-8417</b> Reservations & Events Services	Actual Cost	Actual Cost

\*\* Minimum setup fee will be \$200 – Additional setup fees outside of Fargo area will be determined and assessed on a case-by-case basis.