

Conference Services

The Conference Services Office's mission is to provide administrative and support services designed to assist in the development, promotion, and delivery of quality conferences and meetings.

Registration

Onsite

- Provide staffing for check-in table and onsite registration
- Distribute nametags and meeting materials
- Create nametags for those who register onsite
- Accept any registration fees paid onsite

Online

- All capabilities of the Events Website
 - Electronic registration
 - Electronic distribution of agenda, schedule, speaker bios, sponsorships, location details, lodging, social activities, maps, etc.
 - Accept online payment of credit cards
 - Accept mailed payments of checks, money orders and purchase orders
 - Access to comprehensive roster with all registrant details
 - Electronic receipting
 - Email sent to registrant confirming registration

Onsite & Online Services

- Conference Services staff handles all aspects of the online registration and keeps Client abreast of registration status as requested
- Conference Services staff handles every aspect of registration onsite
- Deposit registration monies into account designated by Client

Meeting Site

- Conduct research, site visit and meet with location staff to determine best options for Client
- Select space and setup based on conference needs
- Prepare floor plans for Client
- Arrange for parking
- Arrange audiovisual needs
- Review cancellation and/or deposit policy
- Serve as the liaison between Client and meeting site

Hotel

- Conduct research, site visit and meet with hotel staff to determine best lodging options for Client
- Provide hotel with rooming list and payment information
- Review cancellation and/or deposit policy
- Serve as the liaison between Client and hotel

Exhibitors/Vendors

- Prepare map and floor plan of available space to exhibitors/vendors
- Prepare exhibitor/vendor registration form
- Provide credentials to exhibitors/vendors
- Work with hotel staff to ensure all exhibitor/vendor needs are met
- Serve as the liaison between Client and exhibitors/vendors

Sponsorships

- Create sponsorship form and manage sponsorships using events website
- Process and deposit sponsorships
- Ensure sponsorship is recognized appropriately in printed materials and on events website

Food/Beverage

- Review food/beverage options and prices
- Submit orders and ensure all are correct
- Review cancellation and/or deposit policy
- Serve as the liaison between Client and caterer

Social Activities

- Research local options for social activities, such as sports, art, culture
- Schedule social activities based on Client's desires
- Serve as the liaison between Client and outside companies

Conference Materials

- Assemble conference materials. *Materials must be received by Conference Services Office no later than 1 week prior to conference.*
 - Agendas
 - Itineraries
 - Speaker bios
 - Exhibitors
 - Lodging
 - Parking
 - Sponsors
 - Maps
 - Any misc. information
- Nametags for all registrants, clients' staff, speakers, VIPs

Giveaways

- Research giveaways/branded items based on Client's needs and audience
- Approve proofs and order
- Distribute to registrants
- Serve as the liaison between Client and vendor

Post Meeting

- Based on Client's needs, prepare a conference evaluation that is distributed onsite or emailed to registrants post-conference
- Provide Client summary of evaluation results
- All invoices arranged by Conference Services will be reviewed to ensure correct billing, resolve differences with vendor, and forward to Client for payment
- Provide Client a detailed accounting of invoices and fees accumulated
- Schedule a debriefing post-conference with Client