

Conference Services Service Packages

Service	Package A No Fee*	Package B 5% of registration fee	Package C 5% + \$2.50 per registrant	Package D 5% + \$5 per registrant	Package E 5% + \$10 per registrant
Create & manage online registration	X	X	X	X	X
Personalized online registration	X	X	X	X	X
Upload event information in pdf format	X	X	X	X	X
Provide Client access to registration roster	X	X	X	X	X
Process mailed/faxed registration forms	X	X	X	X	X
Process & deposit registration fees	X	X	X	X	X
Send invoice for registration fees	X	X	X	X	X
Email confirmation	X	X	X	X	X
Email receipt		X	X	X	X
Process refunds		X	X	X	X
Prepare name badges			X	X	X
Onsite staffing				X [^]	X [∞]
Assemble event materials				X	X
Coordinate all event logistics					X
Prepare & distribute event evaluation					X
Review invoices & submit to Client for payment processing					X
Provide final reconciliation	X	X	X	X	X

* This package is only available when no registration fee is charged.

[^] Includes 1 Conference Services staff member for local onsite needs.

[∞] Includes 2 Conference Services staff members for local onsite needs.

Additional Fees & Services

- ◆ Copying, shipping and/or delivery of event materials
- ◆ Onsite staffing
 - Local - \$15 per person per hour
 - Out of town - \$15 per person per hour + lodging, per diem & travel expenses
- ◆ Name tag ribbons for speakers, exhibitors, sponsors, etc. - \$1.00 each
- ◆ Name tags (hanging lanyard or clip on, 3"x4") - \$.75 each
- ◆ Name tents - \$.50 each
- ◆ Signage

All registration fees, whether collected by Conference Services or by client onsite, must be processed through the Conference Services office.

Please refer to the Best Practices: Texas AgriLife Extension Financial Resource Management Manual located at <http://agrilifeemployees-ext.tamu.edu/frm/>