

BOLD SOLUTIONS | GLOBAL IMPACT



UNIVERSITY OF
TEXAS
ARLINGTON

CONFERENCE & EVENT MANAGEMENT

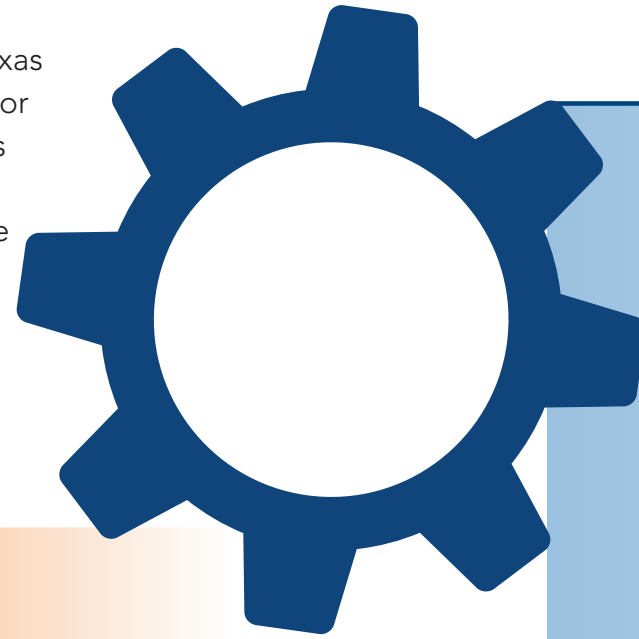
EVENT PLANNING AND MANAGEMENT SERVICES



DIVISION FOR ENTERPRISE DEVELOPMENT
THE UNIVERSITY OF TEXAS AT ARLINGTON

Call: 866.906.9190
Visit: uta.edu/ded/cem

Conference & Event Management (CEM) at The University of Texas at Arlington offers bold solutions to produce a global impact for your events. Our qualified meeting management professionals work to understand your vision and bring it to life through tailored strategies and services that fit the specialized needs of your event. We will work alongside you to help you achieve an enriching experience for your participants while building relationships that advance your organization's unique agenda.



PLANNING & EXECUTION

ON-SITE MANAGEMENT

- Check-In & Customer Service
- Exhibit Hall Management
- Venue and Catering Management
- AV & Technical Production
- Speaker Management
- Mobile App support
- Session recordings
- Simulcast
- Volunteer Management

LOGISTICS & ADMINISTRATION

- Communication Management
- Financial Management
- Website Maintenance
- Housing, Venue, Catering, AV Coordination
- Exhibitor Management
- Sponsor Management
- Speaker Management
- Mobile App Development

MARKETING

- Marketing Plan
- e-campaigns
- Print Campaigns
- Event Materials & Merchandise
- Market Research
- Public Relations Activities
- Growth Management

REGISTRATION

- Website Creation
- Online Registration
- Payment Processing
- Customer Service
- International Registrations
- Individualized Receipts
- Invoicing



INITIATION

- Budget Planning
- Venue Selection
- Contract Negotiation
- Planning Meetings
- Project Schedules
- Contingency Planning

Conference & Event Management Process

Our priority is to listen to our clients to gain understanding and information that will successfully guide decision making. We want to know the culture of your event, explore your past challenges, define your objectives and vision for the future and translate it into a detailed project plan ready to be implemented to exceed your expectations. Our trained staff will support and guide you through the phases of your event:

Initiation
We meet with our clients to gain historical perspective and identify objectives in order to design project plans accordingly. CEM is proficient in planning program content that meets the needs of both academic and business audiences.

Planning and Execution
Managing the multiple components involved in a successful event is our expertise. Our caring customer service, prudent financial management, effective communications, and quality design are the hallmarks of our service.

Close-Out
CEM provides post-event reports that enable you to understand the successes of your event and where there may be room for improvement.

Event Technology

We seamlessly coordinate the integration of technology into your event to add value for attendees and streamline processes for your team. Services include: Mobile Applications, electronic check-in, real-time reporting, e-commerce, event recordings, and simulcast. Our industry leading software, Cvent, modernizes the traditional processes associated with event management.

Speaker Selection and Management

Our team can manage the essential tasks of event speaker selection, including negotiating contracts, abstract submittal, compilation of presentations, session description, introduction information and photographs. Let us also serve as a main contact and information resource for your speakers.

Contract Negotiation and Management

Beginning with finding the best venue through final menu selection and event design, our event staff will negotiate excellent terms and pricing from suppliers. We provide critical contract oversight to create a stress free process while staying within the set budget.



CLOSE-OUT

- Financial Reconciliation
- Final Event Reportings
- Feedback Surveys
- Certificates & CEUs

“Without a doubt, your staff went above and beyond to assist with coordination, preparation and planning for this event.”

Alberta Blair P.E.
Director of Public Works



Conference and Event Management Clients Include:

MOOC Conference 2013
Division of Digital Teaching
and Learning (DTL), UT Arlington
Attendance: 300

2014 Higher Education Risk
Management Conference
UT System
Attendance: 450

CoLang 2014: Institute on Collaborative
Language Research
Linguistics & TESOL, UT Arlington
Attendance: 175

Transmission Substation Design and Operation
Symposium (TSDOS)
UT Arlington
Attendance: 700
Annually since 1967

OSHA Oil & Gas Safety and Health Conference
OSHA & UT Arlington
Attendance: 2,200
Biennially since 2008

Psychiatric Nursing and Mental Health
Conference
College of Nursing and Health
Innovation, UT Arlington
Attendance: 250
Annually since 1985

Oil and Gas Environmental Conference
UT Arlington
Attendance: 500
2013, 2015

CASE 2016
IEEE; UT Arlington & UT Dallas
Attendance: 350

Innovation Symposium and NAI Chapter Launch
Research Administration, UT Arlington
Attendance: 200
2014, 2015

Homecoming 2015
UT Arlington
Attendance: 800

CPAD 2015
Argonne National Laboratory & UT Arlington
Attendance: 150

US/EU Joint Conference 2015
OSHA & UT Arlington
Attendance: 150

S.A.M.E. Infrastructure Forum 2014
Dallas Public Works
Attendance: 300
Annually since 2013

