

FROM VISION TO RESULTS:
Your Roadmap For Success

C E M

CONFERENCE & EVENT MANAGEMENT

THE UNIVERSITY OF TEXAS AT ARLINGTON

EVENT PLANNING AND MANAGEMENT SERVICES



DIVISION FOR ENTERPRISE DEVELOPMENT
THE UNIVERSITY OF TEXAS AT ARLINGTON

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

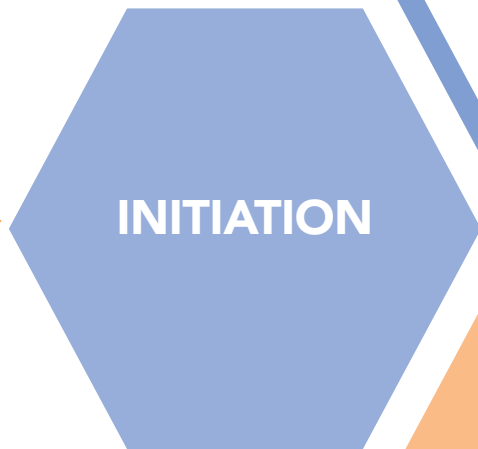
IT **STARTS** WITH YOUR VISION

The Conference & Event Management (CEM) team at The University of Texas at Arlington executes custom events of all sizes. From niche-catered workshops to large trade shows with comprehensive educational programs, our team has the experience, skills and commitment to deliver successful products. Whatever your event, give us your vision, and we'll help you create a roadmap to success.

INITIATION - YOUR VISION

Share your vision. We listen and:

- Collaborate with clients to understand industry dynamics, history, competition and ultimate goals of the event
- Identify challenges and establish strategies to overcome them
- Create budgets based on maximum return
- Find a venue that resonates with the audience
- Negotiate beneficial contracts with vendor partners



INITIATION

**PLANNING
&
EXECUTION**

**LOGISTICS
&
MANAGEMENT**

MARKETING

PLANNING & EXECUTION

We take your vision and actualize it. From setting the foundation to producing top-notch results, we manage each detail, every step of the way.

LOGISTICS & ADMIN.

We manage every component involved in the execution of the event prudently.

- Communications
- Venue/Housing
- Catering
- Audio Visual
- Exhibitors/Sponsors
- Speakers
- Attendees
- Event Technology



MARKETING

We use strategy appropriate to your market and audience in promoting your event.

- Direct Marketing - Digital, Social, Print
- Advertising
- Website
- Public Relations
- Personal Outreach
- Market Research
- Event Materials & Merchandise

ONSITE MANAGEMENT

This is our opportunity to be a personal extension of your brand.

- Check-In/Badge Pickup
- Customer Service
- Venue
- Catering
- Audio Visual
- Exhibit Hall/Exhibitors
- Sponsors
- Speakers
- Attendees
- Volunteers
- Event Technology

REGISTRATION

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We create a streamlined process to serve your customers.

- Online
- Email/Fax/Phone
- International
- Customer Service
- Payment Processing

CLOSE-OUT

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Now is the time to reflect on the success of the event and determine what changes, if any, we need to make for the next event.

- Final Event Report
- Financial Reconciliation
- Feedbacks/Surveys
- CEUs/Certificates



PEOPLE ARE TALKING

“Great facility. Great networking opportunities. **Great venue to exchange ideas.** Will definitely make time to attend next year.”

- 2018 Transmission and Substation Design and Operation Symposium

“This is one of my **favorite conferences to attend.** I appreciate the time and effort many people put in to put this on.”

- 2018 OSHA Oil & Gas Safety and Health Conference

“Thanks for all the effort involved to make the conference **one of my annual preferred choices** to attend.”

- 2018 OSHA Construction Safety and Health Conference

CEM plans events with clients' best interests in mind. From using tools and technology most well-suited to each event – according to its size, scope, audience and industry – to managing every aspect like it's our own. The expertise, efficiencies, attention to detail and overall quality control of the CEM team are unmatched.

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