



Choose Conference & Event Management | The Smart Way to Ensure Your Event Success!

SERVICES

Conference Planning and Management Services

Registration Services

Speaker Assistance

Exhibitor Management

Sponsor Management

Continuing Education

Other Services as Requested

Conference and Event Management

Registration & Check-In Services

With complete registration services from answering inquiries and providing top quality customer service to processing registrations and revenue reconciliation, Conference & Event Management can handle all of your event registration needs. Registration Services include:

- Customer service staff
- Verify all arrangements for meeting rooms (set-up, AV, signage)
- Set up and maintain registration desk
- Use of toll-free and local numbers with trained staff to answer general inquiries regarding your event
- Check in pre-registered participants, exhibitors and presenters
- Ability to process mail, phone, fax and walk-up registrations
- Processing of fees through multiple payment options (cash, check, credit card or purchase order) with receipt generation and company invoicing capabilities
- Reports to update you on registration numbers and revenues
- Nametags for participants and presenters
- Event finance reconciliation including a summary of income and fees

Budget Development & Financial Services

- Assist committee with budget development
- Manage total income and expenses

Facility, AV Equipment & Food Arrangements

- Facilitate site(s) selection process
- Negotiate contracts with facilities
- Coordinate with facility for room setups and catering
- Coordinate AV equipment needs
- Arrange for other special needs

Marketing, Website & Printing Services

- Coordinate and/or assist committee with the copy writing, design, and printing of conference materials
- Create an event webpage with a secured online registration to allow for credit card payments
- Arrange for public relation materials (press kits, news releases, and advertisements for media)
- Mailing list management



Sandy Marak Photography

Because every event has different needs, please contact Manager, Marie Peterson, for pricing. 817-272-2581 events@uta.edu

Additional Services

On-Site Management & Troubleshooting

- Distribute and collect conference evaluations
- Assist with tear down
- Provide general troubleshooting assistance

Timeline & Meeting Management

- Participate in the planning meetings
- Establish meeting agenda and record minutes
- Develop planning timeline

Speaker Assistance

- Manage “Call for Presentations”
- Negotiate contracts
- Compile requested presenter vitae, session description, introduction information and photograph
- Make travel and lodging arrangements
- Coordinate presenters' handouts
- Confirm final conference details with presenters
- Serve as a main contact and information resource for presenters

Exhibitor & Sponsor Coordination

- Manage the design and development of exhibitor marketing
- Process registrations and collect payments
- Mail and/or e-mail receipts and “final details” letters
- Create nametags for exhibitors and sponsors
- Format exhibitor and/or sponsor directory for conference materials
- Coordinate exhibitor logistics with facility
- Secure outside sources to provide exhibitors with additional equipment/services
- Serve as the point of contact for exhibitors and sponsors



Continuing Education Credits

- Compile requested information from presenters and planning committee
- Develop CEU tracking forms and continuing education certificates
- Work with accrediting agencies to offer continuing education credits
- Complete and submit application forms for CEU approval



Other Services as Requested

- Design signs, banners, table tents, etc.
- Arrange for providers of special services such as DJs, entertainers, photographers, etc.
- Make arrangements for special events and tours to area attractions
- Schedule transportation

Providing comprehensive conference and event planning services to meet your highest expectations. Free up precious staff time and let us do what we do best. Whether your event is local or off-site, we can assist you!

