

Integrated conference technology solutions will bring your next conference to a new level of success. Our technical and conference management services are available to associations, academic communities and businesses at any conference location.

Needs Assessment

- Assist in developing learning objectives/goals for the program
- Conduct research and needs assessment for your conference

Program Design & Development

- Develop and design the most effective program format to meet learning needs and accomplish the conference objectives/goals
- Identify and select appropriate speakers
- Develop and negotiate speaker contracts
- Coordinate speaker travel arrangements

Site Selection & Evaluation

- Match your specific needs with properties that can best meet those needs
- Prepare meeting profile/resume and Request for Proposal (RFP) to send to preferred properties
- Gather proposals from preferred properties for review and selection
- Conduct site inspections of proposed meeting sites and hotels, if required (additional fees will be charged for labor hours and travel expenses)

Contract Negotiation

- Negotiate the fine print of the final contract
- Ensure your interests and needs met
- Reduce your liability to the extent possible
- Negotiate fair attrition and cancellation clauses
- Address future rate increases, liquor service, ADA issues

Marketing & Publication Services

- Assist in developing a comprehensive marketing plan for your program
- Develop and house a conference web site on our secure server
- Provide web site maintenance and updates through conference completion
- Coordinate the design and production of promotional pieces including registration forms, brochures, calls for papers, postcards, flyers, posters, advertisements and other marketing items
- Coordinate with printers, newspapers, and radio stations to ensure quality publications
- Identify and obtain e-mail lists or standard mailing lists from our existing in-house database or outside brokers
- Coordinate mailing services such as database entry, database preparation for automated labeling and postage machines, and envelope insertion

Web Site Production

- We'll design and produce your conference web site combining your content and logo, an appealing design, effective navigation, and professional graphics to meet your needs
- All conference details are easily updated and accessible to your participants
- Conference participants have instant access to the latest conference information
- Participants can register online 24 hours a day
- Your conference is accessible to an international audience without high postage rates
- Papers can be submitted, reviewed, scored and selected online
- Gain increased revenue by attracting more participants
- Additional revenues from vendors for their listing or advertising space

Financial & Accounting Management

- Provide computerized budgeting and financial tracking system
- Assist you in creating a detailed budget of estimated income and expenses relative to your needs & limitations
- Process purchases as approved by your planning committee, abiding by State of Utah purchasing procedures

- Prepare and obtain legal bids and/or licenses associated with required products or services
- Process all accounts receivables and payables
- Prepare final audited financial statement, outlining all income and expenses, at the end of your conference
- Provide comparison analysis report of budgeted vs. final income and expenses

Registration Services

- Design and produce a printable conference registration form
- Develop and produce an on-line registration form
- Host the on-line registration form on a secure server
- Receive and process registration fees securely online, by mail, phone, or fax
- Provide a toll-free phone number for conference registration and questions
- Offer convenient payment options including credit cards, checks, and purchase orders
- Provide billing services for all purchase order payments
- Provide collection services through 30 days past the program end date
- Prepare and mail a confirmation, printed receipt, and directional map to all registered participants
- Send an immediate email confirmation
- Postage and envelope costs for a one-page confirmation are included
- Enter all participant information into one computerized database tracking system
- Provide current financial and registration reports at regular intervals
- Prepare printed name badges and including up to ten special event tickets or custom messages
- Print nameplates and special event lists
- Provide plastic name badge holders for each registered participant
- Print custom name badges with your conference logo and/or design
- Provide on-site registration system and staff at your conference location
- Ensure fast and friendly on-site registration for participants
- Complete final audit of all registration transactions following the conference

Online Registration

- Peace of mind...knowing you're using a tried and tested system with a solid educational institution behind it
- We will design and produce your conference registration form for both print and online distribution
- Participants can register at their convenience, 24 hours a day and receive immediate confirmation
- Ease of payment by credit card
- International participants avoid hassles of currency exchange
- Easily communicate with participants via email; send reminders, urgent announcements and updates quickly & easily
- Real time registration reports, participant lists and optional event lists
- We provide staff and systems on-site at your location to ensure fast and friendly registration for participants

Logistics Planning & Execution

- Provide on-site management and troubleshooting
- Serve as your dedicated conference specialist...your single source for all your conference needs
- Serve as liaison between all service providers and your planning committee
- Provide advance scheduling and coordination of meeting facilities, audiovisual equipment, hotel accommodations, food services, travel/transportation, parking, and recreational activities/tours
- Arrange for services to meet the needs of those with disabilities
- Provide and arrange for simultaneous translation services
- Arrange for academic credit or continuing education units (CEUs)
- Design and produce professional program signs
- Prepare and organize handout materials
- Produce custom certificates of program completion
- Provide for floral and table decorations for special events
- Arrange and provide for security services
- Arrange for VIP services

On-Site Management

- Provide staff to be on site through duration of conference
- Work directly with hotel staff
- Monitor conference functions
- Review and approve daily charges and bills

Audiovisual & Technical Support

- Arrange for and/or provide all audiovisual projection systems
- Provide on-site technical audiovisual support services
- Arrange for audio and/or video taping services
- Provide speaker audiovisual support and training

Electronic Paper Review & Scoring

Paper Collection

- Collect papers from an international audience at a central location
- Abstracts can be entered into an online form, or uploaded from an attached file
- Automatically categorize papers by topics and subtopics
- Comprehensive database tracks and organizes all paper and presenter information

Review Process

- Select reviewers through an automated sign up and selection process
- Enable reviewers around the world to view and score papers from their location
- Review site can be password protected, allowing only authorized reviewers
- Customize the security option allowing each reviewer access to only selected papers as authorized
- Papers can be output on screen or linked to open a pdf file

Scoring & Selection

- Score papers on any number of categories and sub categories
- Once scores are submitted, scores are automatically averaged and ranked for selection

Administration

- Administration page allows committee chair to monitor reviewers' progress
- Proceedings and presenter information are easily formatted and burned to CD ROM or published online
- Eliminates high printing and postage costs of mailing post conference printed proceedings

CD Rom Proceedings

- Proceedings and presenter information are easily formatted and burned to CD ROM or published online
- Proceedings are easily published pre-conference or post-conference
- Eliminate high printing and postage costs of mailing post conference printed proceedings
- Increase revenue by offering advertising opportunities to vendors

Trade Show & Exhibit Management

- Our experienced staff and custom software excel in trade show and convention management.
- Design, develop and manage exhibitions and vendor-related shows
- Provide custom computer system to manage exhibitor and trade show registration and booth assignments
- Online registration procedures and database management
- Online interactive booth availability and assignment
- Name badge bar-coding technology
- Select and interface with display companies
- Produce comprehensive exhibitor kits
- Onsite staffing and management

Tours & Special Event Coordination

- Let us put together all the details for a fun group activity, a wonderful hospitality tour, or a special event.
- Plan and arrange for individual or group recreational activities and/or special events
- Plan and arrange for optional tours and activities, providing information and tour guides as needed
- Arrange for and contract with entertainment services

Conference Evaluation & Wrap Up

- Design, distribute, and collect program evaluations
- Provide statistical analysis & reports
- Send thank-you letters and wrap-up correspondence to participants, suppliers, etc.
- Conduct post-conference evaluation and review
- Assist in scheduling follow-up programs

If you require any conference management service that is not listed above, please ask us.

CONFERENCE SERVICES

UtahState
UNIVERSITY

Logan, Utah

Your Event. Your Way.

800-538-2663
435-797-0423
conference.usu.edu