CONFERENCE MANAGEMENT SERVICES

UNIVERSITY
INN &
CONFERENCE
CENTER

UtahStateUniversity

Logistics Planning & Execution

+ Onsite meeting/event logistics, from setup to tear-down and everything in between
+ Meeting facilities and accommodations coordination
+ Food and beverage planning and management
+ Audiovisual management and technical support from general sessions to breakouts
+ Special event planning and management—networking events, hospitality tours, tournaments, awards, receptions, and banquets

Marketing & Communications

+ Meeting/event brand design and development
+ Website production and maintenance
+ Meeting/event marketing campaigns through a variety of media channels
+ Event survey development, management, and analysis

Online/Onsite Registration

+ A variety of online registration systems that match your needs and budget
+ Secure online credit card processing
+ Customized real-time registration reporting
+ Onsite registration staffing & systems

Online Abstract and Speaker Management

+ Online abstract submissions
+ Program committee or peer review and scoring capabilities
+ Real-time speaker tracking and timeline
+ Online meeting grid and interactive meeting agenda
+ Conference proceeding published online

Budgeting & Financial Services

+ Budget planning and conference projections
+ Accounts payable and receivable management
+ Meeting/event financial statement
+ Merchant services management