



# CONFERENCE MANAGEMENT SERVICES

## *We do it all!!*

The services provided by the University of Wisconsin-Stevens Point Continuing Education office are designed to ensure a successful professional development activity for your group. Our team can completely orchestrate your large conference or small workshop from initial planning to final wrap-up, or we can provide partial services based on your needs. We do this by working with you on these key points that will determine the success of your activity.

### **1. Needs Assessment**

Our office can identify and survey potential audiences to determine specific needs.

### **2. Planning**

We work with you to establish general content and program design, create an agenda and processes for workshops, correspond with potential instructors, and develop evaluative processes.

### **3. Facilities**

We identify sites and dates, and arrange meeting space, meals, lodging, and AV

### **4. Marketing**

We market your activity to your audience. We will work with a talented graphic artist to develop print promotional materials. We will design a conference specific web site housed on the UWSP Continuing Education web site. We can also work with local media.

### **5. Printing**

We manage the printing of conference related materials including the brochure, program book, handouts, and binders.

### **6. Mailing and Correspondence**

We create mail files for distribution of the event brochure. We maintain correspondence with registrants, speakers/instructors, and sponsors

### **7. Administrative support**

We worry about details that can make or break an event. Speaker logistics, supplies, and Continuing Education Unit processing are handled through our office.

### **8. Registration**

Our state-of-the-art software processes registrations. We offer a customer service line and credit card service, including on-line credit card registration. Our courteous staff handles on site registration for both participants and presenters.

### **9. Conference Management**

We handle speaker arrangements, arrange food services and AV, and provide comprehensive follow-up services.

### **10. Fiscal Management**

Working with the client, we develop a budget and conference fees, process all bills, pay speakers, and prepare final financial summaries of expenses and income.

**For more information, contact UW-Stevens Point Continuing Education at 800-898-9472 or visit the website at [www.uwsp.edu/conted](http://www.uwsp.edu/conted)**