



Conference Management Services

Complete Conference Management

UH Continuing Education has over 30 years of experience in conference management. If you are short on staff—or time—to handle all the details that contribute to a successful conference, let us manage it for you. Our Conference Management Services include:

Administrative Services

- Assist in design of a comprehensive conference plan
- Participate in conference planning meetings
- Correspond with speakers and exhibitors
- Assist with post-conference management
- Provide follow-up and suggestions for future programs

Financial Management

- Assist in development of conference budget
- Assist in establishment of registration and exhibitor fees
- Contract with facility, speakers and all other suppliers and services
- Monitor conference expenses
- Review and pay all bills
- Present final conference financial statement

Facilities Management Services

- Inspect possible sites
- Serve as liaison with selected facility staff
- Arrange meeting space and room accommodations at selected site
- Coordinate exhibitor requirements
- Coordinate audio/visual needs
- Select menu for meals and breaks
- Construct simple signage

Registration Management Services

- Receive registrations by phone, fax, online and mail
- Send registration confirmations prior to conference (e-mail or mail)
- Process refunds and cancellation fees
- Provide use of Continuing Education's toll-free telephone number
- Customize registrant nametags
- Customize registrant certificates
- Prepare registration fee income reports prior to and following conference according to an agreed-upon timetable
- Prepare customized attendance rosters and sign-in sheets, as mutually agreed upon
- Provide on-site check-in and walk-in registration services

Publicity and Promotional Services

- Assist in promotional plan development
- Design conference promotional materials
- Coordinate all mailings and/or other distribution of materials
- Prepare and distribute press releases
- List conference as a special event on the UHCE web page

Some current/past clients include:

Reliant Energy's Power Tools for Nonprofits Conference

Texas Distance Learning Association

Power Machinery and Compression Conference

Society of Tribologists and Lubrication Engineers

WebCT Texas 2004

Composite Materials for Offshore Operations Conference

Texas Environmental Education Partnership

(Turn over for more.)

Partial Conference Management

Charges for partial conference management are by service, as outlined below.

I. Registration Management Services

- Receive registrations by phone, fax, online and mail
- Send registration confirmations to each registrant prior to conference (mail or e-mail)
- Provide use of Continuing Education's toll-free telephone number
- Prepare customized registrant nametags
- Prepare customized registrant certificates
- Provide registration fee income reports before and after conference
- Customize attendance rosters

II. Additional Registration Management Expenses

Direct expenses incurred by UHCE will be billed to the client and can include:

- Purchase of materials for signage
- Printing of conference certificates
- Purchase of blank nametags
- Purchase of nametag ribbons
- Postage for registration confirmations
- Copying expenses (day-to-day duplication expenses, as tracked by copier in CE office)
- One hotel room for registration staff on night prior to first conference day
- Credit card processing fees for American Express, Visa and MasterCard
- All travel expenses related to event, i.e. mileage, airfare, hotel, per diem, etc.

III. On Site Registrant Check-In and Walk-In Registration Support

Exhibit Management Services

Charges for exhibit management are by service, as outlined below.

I. Services

- Creation and maintenance of exhibitor database
- Compilation of exhibitor fees
- Mailing of exhibitor invoices, confirmations, and packets prior to conference
- Coordination of arrangements for exhibitors: space, electrical, telephone/ Internet hookups, furniture and drapery
- Customization and preparation of exhibitor nametags
- Preparation of exhibitor packets
- Coordination of exhibitor check-in at conference

II. Additional Exhibitor Management Expenses

Direct expenses incurred by UHCE will be billed to the client and include:

- Purchase of materials for signage
- Purchase of blank nametags
- Purchase of nametag ribbons
- Postage for exhibitor confirmation and packet
- Copying expenses (day-to-day duplication expenses, as tracked by copier in CE office)
- One hotel room for registration staff on night prior to first conference day
- Credit card processing fees for American Express, Visa and MasterCard
- All travel expenses related to event, i.e. mileage, airfare, hotel, per diem, etc.

III. On Site Exhibitor Support

Thank you for inquiring about our services. For further discussion, please contact one of our conference coordinators, Shirley Sheridan, 713-743-1190, sheridan@uh.edu or Beverly McLendon, 713-743-1181, bmclendon@uh.edu.

Note: If an event is cancelled, Continuing Education requires compensation for staff hours and direct expenses incurred.



Continuing Education

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