

Conference Services

200 LaSells Stewart Center
Corvallis, Oregon 97331
T: (541) 737-9300 • F: (541) 737-9315 •
conferences.oregonstate.edu

Conference Services is a department within Oregon State University that partners with faculty and/or staff to host, organize and produce conferences and events that enhance the academic and research mission of Oregon State University. We do this by providing full-service conference and workshop management. In addition, we can help you determine a strategic focus with a clearly defined mission for your event. Then, we can help you achieve this mission.

By engaging Conference Services early in the planning process, we help organizers develop a financial roadmap and provide tools for the event's success. We can help you plan and produce an event that excites and attracts attendees from around the world. Our job is to help make hosting a conference easier, save you money and mitigate your risk.



We are able to plan a conference of any size and at any location, on or off campus. Choose from a full range of services to plan and manage your conference or event:

- Planning, Research, Design and Support for Conference Organizers
- Site Selection
- Hotel Negotiations
- Budget Development
- Financial Reporting and Management
- Website Design, Development and Content Management
- Promotion, Publicity and Marketing Support
- Online Registration for Attendees (MasterCard, VISA, Discover)
- Abstract Collection and Customized Database Management
- Conference Program or Abstract Book Production and/or Printing
- Presenter and/or Invited Speaker Support
- Attendee/Speaker Giveaway
- Logistical Planning and Consulting
- Audio Visual and Technical Coordination
- Catering Coordination
- Poster Set-Up and Coordination
- Sponsor and/or Exhibitor Support
- Transportation Planning
- On-site Logistical Support
- Nametags
- Onsite Registration Staffing
- Post Conference Reports

You may utilize all or part of the services we offer. Pricing for our services is based on the services selected. We build our fees into the conference budget for complete transparency and understanding of the financial impact of the conference.

Please see the attached detail for an overview of our services.

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We specialize in all the detail that goes into managing a successful event, including...

Planning, Research, Design and Support for Conference Organizers

- Provide individualize consulting to organizing committee
- Work with Client to develop strategic positioning
- Define Goals and objectives with measureable outcomes
- Create an achievable structure and vision
- Understand and define expectations

Site Selection

- Gather and prepare conference information outlining meeting space requirements, catering needs, and conference history
- Research and identify facilities that can best support the needs and positioning and request proposals
- Evaluate and compare proposals for review with Client
- Negotiate contracts with Venue for use (OSU Contracts signs all non-campus contracts)
- Outline and consider any venue or other type concessions that will fit within the budget

Hotel Negotiations:

- Determine lodging options based on history and/or needs of the group
- Research hotel and lodging options
- Negotiate room block including rate, attrition, cancellation and other contractual options
- Monitor performance of room block
- Manage the relationship and detail in support of the conference

Budget Development:

- Advise organizing committee and make budget recommendations
- Prepare a comprehensive conference budget
- Research costs and request competitive bids for foods and services
- Determine if sponsorships or other funding sources are needed
- Work with CLIENT to determine conference registration fees and policies

Financial Reporting and Management

- Establish and maintain a conference account for depositing and disbursing funds
- Manage financial operations of conference
- Process payments for direct conference expenses
- Track , account for and manage income and expenses
- Reconcile conference account with Business Center and provide Client with financial statements of revenue and expenses

Website Design, Development and Content Management:

- Secure Custom URL for conference website as needed (as needed for a single or multipage website)
- Host website on secure server
- Align website with theme and look/feel of the conference
- Include details about conference location, program, activities, keynote speakers, etc.
- Provide Information about hotel, travel, identification requirements, etc.
- Showcase relevant host city resources and information about Oregon State University
- Place sponsor logos on website

Promotion, Publicity and Marketing Support

- Advise planning committee on designing and implementing marketing strategies
- Coordinate with the committee to identify appropriate distribution of promotional materials
- Arrange for design, printing and mailing of brochures and other promotional materials
- Prepare calendar listings and conference ads for submission to appropriate technical journals

Online Registration (See detail)

- Design secure online conference registration portal
- Accept payment via VISA, MasterCard, Discover and provide verification of payment
- Provide invoice for check or other type payment
- Acknowledge each registration with confirmation email and receipt for payment
- Provide support to registrants via email and phone
- Manage customized database
- Manage and record all registration changes and/or cancellations
- Provide Organizers log in to see real time registrations, ability to email attendees and create reports

Abstract Collection and Customized Database Management

- Create a specific online Abstract Submission Page, formatted per directive of Client
- Provide Confirmation of Receipt Upon Submission
- Allow organizers the ability to jury, accept and reject abstracts in system and notify submissions of status
- Keep data organized and provide reporting

Conference Program, Books and/or Abstracts Production/Printing

- Work with Client to develop a plan for program
- Coordinate design, printing of program

Presenter and/or Invited Speaker Support (Cost based on need)

- Facilitate travel needs to include travel, lodging, other
- Prepare contracts/forms, secure signatures and setup through OSU Vendor system to submit and provide payments via reimbursement, vendor request, PPSC or other format (e.g. honoraria, travel, etc.)

Attendee/Speaker Giveaway

- Research options available for attendee/speaker giveaway
- Coordinate design and production of conference giveaways, promotional items (e.g. signage, bags, t-shirts, mugs, etc.)

Logistical Planning and Consulting:

- Manage expenses to align with the conference budget
- Negotiate, secure and manage related conference contracts through OSU Procurement Office (e.g. site selection, conference facilities, poster/exhibitor space, overnight accommodations, transportation, entertainment, etc.)
- Serve as liaison with Facility (e.g. room setup requirements, general flow of daily activities, etc.)
- Coordinate social functions (e.g. welcome receptions, award galas, etc.)



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- Support conference trips and events including transportation and meals (not including pre/post conference activities or separate guest excursions)
- Provide transportation information for conference related activities including special need requirements (e.g. attendee maps and directions, air and ground transportation, etc.)
- Work with Client on signage needs, welcome (via power point, other)

Audio Visual and Technical Coordination

- Determining audio visual requirements for conference, select AV provider and contract for equipment and operators
- Review technical needs for speakers with committee
- Research computer usage needs for speakers, plan for on-site internet access
- Determine on-site technical requirements

Catering Coordination

- Determine food and beverage requirements
- Select Caterer and secure contracts
- Coordinate catering to include menu selection, special dietary needs and meal guarantees

Poster Set-Up and Coordination

- Determine poster board specifications and select poster board provider
- Assist tech program committee in organization of poster sessions
- Prepare instructions and information for poster session presenters
- Design poster board layout

Sponsor and/or Exhibitor Support (Cost based on need)

- Assist committee in establishing exhibitor and sponsor fees and benefits
- Develop a separate online Sponsor/Exhibitor page (determined by CS)
- Collect payments and invoice as needed
- Provide periodic Sponsorship/Exhibitor updates to Client
- Accept exhibitor registrations and follow up with booth assignment and exhibitor service kits
- Design exhibition hall space in cooperation with committee
- Determine on-site security needs; contract with security company as appropriate
- Provide shipping information

Transportation Planning

- Arrange ground transportation and shuttle services as necessary for off-site events
- Review options for attendee transport between hotels and venue

On-Site Logistical Support (can be client managed or staffed on-site):

- Serve as primary point of contact for organizers
- On-Site management and problem solving
- Oversee venue set up and needs
- Manage audio visual equipment and services



Nametags

- Custom design, single-sided printed nametag (printing charges may apply)
- Basic lanyard and protective plastic covering
- Nametags stuffed and alphabetized
- Provide client with necessary registration materials (sign in sheets)
- Prepare form for client to collect on-site registrations including payment information
- Registration support, client managed or on-site

Registration Staffing

- Prepare on-site registration area; design efficient traffic flow; determine on-site staffing needs
- Provide on-site registration and information services throughout the conference for attendees and guests
- Prepare and distribute name badges, tickets, and registration packets at conference
- Collect day-of event registration fees and provide attendees with proof of payment
- Plan equipment and computer needs for on-site registration and badge processing

Post Conference Reports

- Audit income and expenses within OSU's financial system to verify accuracy
- Provide a detailed conference summary of income and expenses
- Submit final reports to Organizers

OSU Conference Services is a department within Oregon State University. All money handled by OSU Conference Services is managed through accounts at Oregon State University which are overseen by the Oregon State Treasurer. This structure ensures that all event income and expenses are accounted for in a budgetary fashion, managed efficiently, and monitored regularly.

Additional Fees (will be accounted for in the budget and final accounting overview)

VISA Fees: All payments processed through the OSU payment gateway will be charged a 3% payment-processing fee that will be automatically collected by online merchants (VISA, MasterCard, Discover).

OSU Overhead Fees: Oregon State University will access a 3% processing fee to all expenses paid from the conference account.

OSU Policy and Procedures

CS observes the policies, rules and requirements set forth by Oregon State University regarding all financial transactions, venue, catering, parking policies, and other like type guidelines. This includes, but is not limited to, travel related payments, alcohol service/payment, vendor payment, collection and distribution of funds, grant policies and fund restrictions.