



Conference Coordination Services

Program Development

- Develop and meet with planning committee
- Identify target audience
- Develop conference objectives
- Design appropriate formats for learning activities.
- Identify and secure speakers

Program Administration

- Develop timetables for program planning.
- Correspondence to and from speakers.
- Negotiate and contract with hotels and other service providers.
- Design special events to enhance your program including meals, special breaks, and unique receptions.

Continuing Education

- Offer Nursing Provider Number.
- Offer Social Work, Mental Health, Marriage and Family Therapy Provider Number.
- Apply for outside continuing education credits, i.e. CME, Pharmacy, Dietetics, Respiratory Therapy, CHES, other.
- Advance pay application fee for outside continuing education credits.
- Collect speaker information - objectives, outline, bibliography, curriculum vitas.
- Ensure Disclosure and Conflict of Information Forms are signed by speakers and sponsors.
- Develop required sign-in sheets, evaluations, certificates, and any other required documentation of the provider.
- Correspond with continuing education provider to ensure fulfillment of all requirements.
- Complete continuing education file upon completion of the conference.

Marketing

- Design and develop effective promotional materials: identify content and format; design, lay-out, and editing.
- Develop a comprehensive timeline for the creation and production of all advertising materials.
- Coordinate and track direct mail marketing.
- Compilation of appropriate mailing lists for the targeted audience.
- Media releases.

Financial Administration

- Plan and develop the conference budget.
- Establish a break even registration fee.
- Monitor program income and expenses.
- Develop a final financial report.

Registration

- Provide variety of registration options: mail, fax, internet, telephone
- Collect, deposit and acknowledge registration fees.
- Provide receipts for payment.
- Prepare name badges, name tents and speaker ribbons.
- Compile a participant roster.
- Compile participant packet to include speaker hand-outs, agenda, evaluation, name badge, notepad, pencil.
- Award certificates of completion or official continuing education units.

On-Site Program Coordination

- Coordinate appropriate room set-up.
- Arrange for audio-visual and technical support.
- Coordinate exhibitor programs.
- Coordinate special events, breaks, and meal functions.

Program Evaluation

- Design and develop a comprehensive evaluation.
- Create a set of reliable evaluation questions tailored to your program.
- Provide a summary and analysis of evaluation results.

Program Wrap-Up and Reporting

- Provide a final participant roster.
- Provide mailing labels for future correspondence with participants.
- Assimilate data information.
- Completed file of notes regarding conference planning.
- Post-conference correspondence: speaker recognition, participant certificates, receipts
- Settle all outstanding financial obligations.
- Debriefing meeting with planning committee.
- Compilation of appropriate mailing lists for the targeted audience.
- Media releases.