



Conference Services

Employee Development Event
Business Administrator & Business Office Staff

May 13, 2014



Who We Are

Valerie Weber
Coordinator

- Online registration, event management & administrative reports

Jennifer Boyd
Fiscal Specialist I

- All fiscal processes





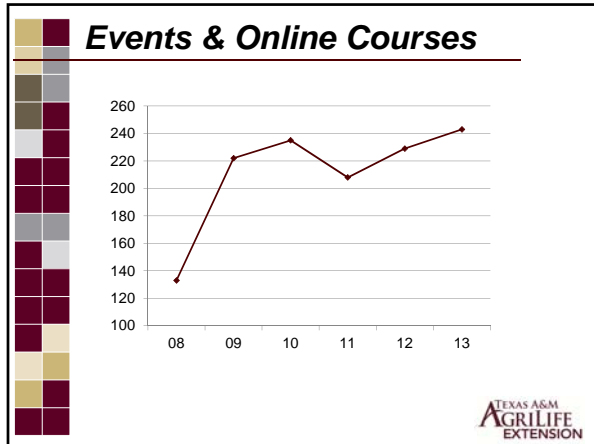
What We Do

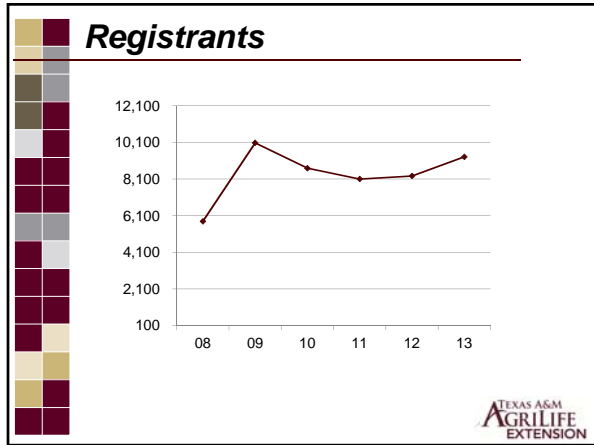
Our mission is to provide administrative & support services designed to assist in the development, promotion & delivery of quality Extension & Research events & online courses.

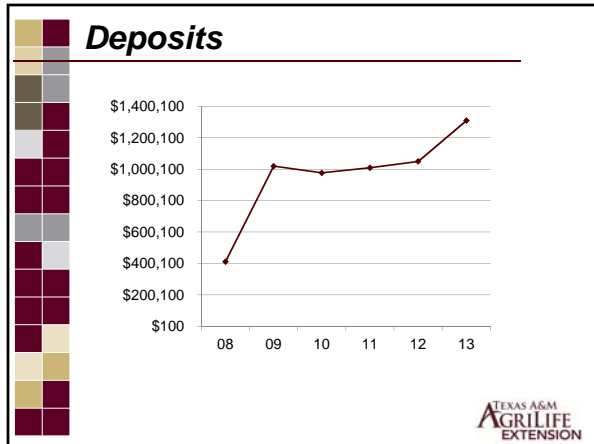
Conference Services offers a multitude of services:


- Online registration
- Name tags & name tents
- Event planning & execution
- Onsite management
- Fiscal reconciliation & reporting













Our Services







Website

<http://agriliferegister.tamu.edu>

Most recent revision launched May 2013


- New look and functionality
- Specific URLs can be assigned for easier direction
- Shopping cart feature enabling single purchase of in person events and online courses
- Wait list option
- Expanded search capabilities for easy navigation
- Advanced administrative reports






Fiscal

- Payment options: check/money order, credit card, invoicing, wire transfer
- Automated confirmation & receipts emailed
- Deposit directly into your Extension workshop account; equity transfers to other System parts
- Process invoice & refund requests
- Follow up on unpaid registration
- Submit Fiscal Reports (final registration roster, event reconciliation, fees & Cost Recovery)







Event Coordination

Research, negotiate, coordinate & execute all aspects of event


- Location
- Food/Beverage
- Lodging
- Exhibitors/Vendors
- A/V
- Décor
- Parking
- Social Activities





Onsite Services

- Pre-registration & onsite registration
- Distribute event materials
- Accept onsite payments & process receipts
- Act as 'information booth'
- Oversee logistics arranged by Conference Services





Conference Services
appreciates your continued support.

Please do not hesitate to contact us if we can be of assistance!

979-845-2604
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