

We look forward to working with you!

Congratulations! You will be working with one of University of Utah's Conference & Event Management's experienced conference coordinators to plan your event. In preparation for our first meeting, please consider the following checklist of items we will discuss. Another helpful tool for your conference planning is the Conference Planning Worksheet, available online at conferences.utah.edu in the Conference Planning Toolkit.

This checklist indicates planning items you will discuss with your conference coordinator, but does not include guidelines on content-related development such as goal and objective development and acquiring speakers and presenters.

Booking your event

If you have not yet done so, it is important that you meet with a coordinator to schedule your event and sign a contract.

Background information

- Goals and objectives of the conference
- Official conference title
- Conference agenda or outline draft
- Conference history
 - Budget
 - Location(s)
 - Attendance
- Provide a short written description of program for Web site, if applicable
- Provide a list of key event contacts

General conference services

- Lodging
- Food and beverage
- Meeting space needs and room setups
- Audio-visual equipment
- Transportation needs
- Tours, if applicable
- Attendee registration
 - online and/or paper registration
 - fees (attendee/exhibitor) and deadlines
 - refund policy
 - specific data that needs to be collected

Address your event marketing needs

- Brochures, posters, advertisements, promotional items: meet with conference coordinator and graphic artist, if applicable
- If doing your own marketing and publications, provide copy to coordinator for review before publication
- If doing your own marketing and publications, but mailing is being done through CEM, provide CEM your mailing list

Gain speaker commitments

- Fees/honoraria
- Audio-visual needs
- Travel and lodging
- Agreement forms

Staff your event

- Hire or provide staff support for your conference, if needed: e.g., registration assistance, general conference support, audio-visual technicians
 - Salary and payments

Provide to coordinator

- Promotional ideas
- Supply needs
- Rooming lists (hotel and/or residence hall)
- Speaker/participant gift ideas
- All outstanding invoices from the conference not generated through your conference coordinator that require payment
- All receipts that require reimbursement through the conference account but not generated through the conference coordinator
- Guarantee numbers for meals and/or guarantee for residence halls lodging and dining
- Grant/sponsor information: e.g., Will there be any use of restricted funds?