DELO Conference Coordinating Services

DELO now offers comprehensive conference and event coordination services. We can help you plan and coordinate every aspect of your event, large or small. Our conference coordinating services are available for the WKU Knicely Conference Center, Augenstein Alumni Center, or any other location on or off WKU’s campus.

**Basic Package**

**Registration Management**
- Host and create online registration
- Process participant registrations online or by fax, mail, or phone
- Act as primary contact for registration questions
- Provide secure payment services including credit card, PO’s, and checks
- Accept, record, and confirm registrations
- Provide customized receipts
- Facilitate the collection of all payments

**Event Coordination**
- Provide attendee reports
- Design and print name badges
- Negotiate contract rates for event logistical needs
- Coordinate technology needs between client and provider

**Financial Services and Accounting**
- Create and monitor program budget
- Provide conference budget updates and post-conference statements

**À la Carte Services**

**Marketing**
- Design and print signage
- Design and distribute direct mailings, press releases, and PR materials
- Design, order, and accept delivery of promotional items

**Conference Materials**
- Coordinate the production and printing of materials
- Prepare and assemble attendee packets

**Conference Management (on location)**
- Organize registration and provide on-site staffing
- Coordinate all audiovisual needs and equipment
- Secure additional technology, if needed
- Manage room setups
- Coordinate food services needs
- Assist with travel arrangements

**Tours and Field Trip Management**
- Plan pre/post tours and fieldtrips
- Arrange transportation
- Advice on local attractions

**Speaker Details/Travel Reimbursements**
- Collect speaker contact information
- Process speaker payment
- Facilitate travel needs

**Expanded Package**
*This package includes all basic package services as well as the following:

- Conduct/assist with conference site selection
- Assist with overnight accommodations
- Host WKU site visit and orientation to campus/community
- Assemble conference materials/packets
- Approve, process, and pay all incoming invoices
- Provide detailed financial accounting of income/expenses
- Design and coordinate e-mail blasts
- Design and display event sponsor signs (2)

**Continuing Education Units (CEUs)**

**CEUs**
- WKU can provide general continuing education units for your workshops, seminars, or conferences

For assistance with your event, please contact the WKU Knicely Conference Center at:

654 Campbell Lane
Bowling Green, KY 42101
(270) 745-1908
conference.services@wku.edu

[link to website]