



CONFERENCE DEPARTMENT  
UNIVERSITY OF FLORIDA

## Conference Planning Task-List

Conference Name: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Point of Contact Email Address: \_\_\_\_\_

Listed below are services that the conference department provides, based off of a fee for service model in order to assist in planning your upcoming conference. Please indicate from the list of services below what you need for your upcoming conference, so that the conference planning team can use this information to create a detailed budget and fee estimate for your upcoming event:

### Web Development

Customized Registration Page  
Customized Website  
Registration Page Edits  
Manual Entry of Registrations

### Abstracts

Custom Abstract Collection Portal  
Distribution of collected abstracts  
Coordinating Abstract Submissions/Site Edits  
Electronic Distribution of Call for Abstracts and/or Papers  
Create Abstract Book

### Fiscal Support

Create/Process Invoices and Purchase Orders  
Pay and Reimburse Travel Expenses  
Honorarium Payments  
Set-up/Process Payroll  
Grant Invoicing  
Grant Applications (Alachua County Conference Grant, Office of Research, etc.)

### Site Selection

Research Properties  
Conduct Site Visit  
Negotiate/Secure Contracts

### Marketing

Custom Logo Design  
Coordinate Email Marketing  
Promotional Material Distribution  
Create Sponsorship Packages

### Evaluations

Design Program Evaluations  
Compile Evaluation Results  
Review and Tabulate Data

### Continuing Education Units (CEU)

Coordinate CEU Approval  
Provide CEU Certificates to Attendees

### Onsite Materials

Design/Print Event Program  
Order Giveaways  
Assemble Participant Packets  
Prepare Name Badges  
Create/Manage Conference Event App  
Create and Print Event Signage

### Food & Beverage

Source Catering Options  
Coordinate Menus  
Review and Modify Menus

### Transportation

Contract Transportation Services  
Coordinate On-Site Transportation

### Speaker Management

Coordinate Speaker Contracts  
Reimburse/Arrange Travel  
Collect Speaker Details

### Audio/Visual

Contract Audio/Visual Services  
Coordinate Onsite

### Sponsors/Exhibitors

Invoice Sponsors  
Communicate Sponsor Logistics  
Coordinate Collection of Exhibitor Materials  
Produce Floor Plan for Exhibitor Area

### Posters

Order Poster Boards and Supplies  
Manage Poster Logistics/Placement

### Additional Services

Onsite Management/Registration/Check-In  
Arrange additional Off-Site Housing  
Arrange Off-Site Special Events (per Event)  
Contract Parking Services/Security Services/  
Custodial Services  
Other: