

# Idaho State UNIVERSITY

## Division of Continuing Education

### *We look forward to working with you!*

Congratulations! You will be working with one of Idaho State University's Conference Services 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*.

### ***Background information***

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

### ***General conference services***

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

### ***Event marketing needs***

- Brochures, posters, advertisements, promotional items (provide samples from past events)
- If doing your own marketing and publications, provide copy to coordinator to review and submit to ISU Marketing Materials Committee before publication
- If doing your own marketing and publications, but mailing is being done through Conference Services, provide your coordinator with your mailing list

### ***Speaker commitments***

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

### ***Staffing your event***

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

### ***Provide to coordinator***

- Promotional ideas
- Supply needs
- Rooming lists (hotel and/or residence hall)
- Speaker gift ideas
- All outstanding invoices from the conference not generated through your conference coordinator
- 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?