



Conference Office

University of Missouri Extension

The MU Conference Office provides full-service event planning that meets budgets and exceeds expectations.

THE CHALLENGE

You need to deliver an unforgettable educational event that reaches new audiences, fosters collaboration and delivers impact but you don't have the time or the staff to plan it.

THE SOLUTION

The MU Conference Office team will work closely with you to understand your event's goals, mission and budget to create a custom conference at any location worldwide.

THE ADVANTAGES

We will ensure that the entire experience is faster, more efficient and less complicated for you and your guests.



WE'RE CERTIFIED. The **One-Stop Shop Certification** is the industry's premier resource for identifying high-quality event planning services that deliver on the promise of "one contact, one contract and one bill."



STREAMLINED EVENT REGISTRATION. Our conference management system automates and streamlines the registration process. You'll have access to attendance rosters, revenue reports and more in a secure, online format.



CUSTOMIZED EVENT WEBSITE. Our experts will design a website that will communicate all of the important details, process payments and provide registration confirmations.



LEAVE THE DETAILS TO US. Let us give you the peace of mind that comes from working with professionals who understand the unique needs of conference planning.

THE SERVICES

Your dedicated conference office team will offer customized services to achieve your goals and provide an engaging experience for your attendees.

- ▶ Virtual, in-person or hybrid event delivery
- ▶ Facility and speaker management
- ▶ Registration logistics
- ▶ Promotion and graphic design
- ▶ Financial transaction processing
- ▶ Pre- and post-event communication

CONTACT US

Let us help with your event planning needs.

MU Conference Office

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🌐 <https://extension.missouri.edu/programs/mu-conference-office>