



MU CONFERENCE OFFICE

Registration and conference planning

For over 50 years, the MU Conference Office has provided full-service event planning for MU Extension, university departments, organizations and government agencies. Our clients bring the content and our seasoned staff implements high quality educational events that exceed the expectations of the attendees.

Our office provides a full range of services - whether being hosted on campus or at any location worldwide.

- Registration and customer service
- Financial management
- Promotion and design
- Event planning and implementation

Partner profile

cvent

Cvent is a specialized event registration system and provides streamlined, centralized services with a clear fee structure available through the MU Conference Office.

This event registration tool for face-to-face programming, events and conferences provides online registration for any type and size event, as

well as access to attendance rosters and, when applicable, revenue reports. Collaborating with the MU Conference Office will allow faculty and staff to focus on program development and event content, while allowing conference center experts to focus on quality delivery of registration and event logistics.

Services

Cvent is just one part of a suite of services that the MU Conference Office will provide as a one-stop shop for event registration and conference planning of any size. Whether needing standard online registration or full services including speaker and exhibitor arrangements and travel, MU Conference Office provides all levels of comprehensive services.

Highlights

- **Customer focused**—easy to use online registration for customers to enroll and process secure payment.
- **Allows for simple one-click registration**, as well as complex registration requirements for session attendance, tracking CEUs and data collection specific to the program audience.
- **Real-time data reporting** access for program sponsors.
- **Easy messaging** and promotion emailed direct to conference participants.
- **Option to integrate** with a mobile application for select events.

MU Conference Office: Service levels / rates

1	2	3	4
<p>Registration</p> <ul style="list-style-type: none"> • Online registration • Single webpage with general event information and registration instructions • Designated staff member to receive access to attendee and revenue reports • \$10 per person² 	<p>Registration + limited service</p> <ul style="list-style-type: none"> • All level 1 services • Nametags for attendees • Limited facility arrangements for events held in Missouri • Folio detailing meeting room/catering arrangements and nametags provided to department event coordinator 1 week prior to event • Direct expenses billed separately • \$15 per person² • Service fee \$1500 and up³ 	<p>Registration + full service¹</p> <ul style="list-style-type: none"> • All level 2 services • Multipage website • Budget development for overall event • On-site staffing for registration and event management • Comprehensive logistical services for facilities, catering and audiovisual • Direct expenses billed separately • \$30 per person² • Service fee \$3500 and up³ 	<p>Registration + full service + management¹</p> <ul style="list-style-type: none"> • All level 3 services • Speaker and exhibitor arrangements • Direct expenses billed separately • \$40 per person² • Service fee \$5000 and up³ • Limited number of speakers and then added per speaker fee • Limited number of posters and then added per poster fee • Abstract management - additional per item rates
<p>¹ Additional cost associated for customized services (i.e. certificates, collating on-site materials, extended on-site staffing, complex survey/evaluation development and processing, etc.).</p> <p>² Plus 3% credit card processing fee (non-refundable).</p> <p>³ Service fees are non-refundable.</p>			

Planning an event? Get started today!

We can create an individualized service package tailored to your budget and objectives.



Have more questions? Need help? Contact:

MU Conference Office muconference@missouri.edu 1-866-682-6663 toll-free or 573-882-4349 local