



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

Create Program Evaluations
Compile Evaluation Results

Continuing Education Units (CEU)

Coordinate CEU Approval
Provide CEU Certificates to Attendees

On Site 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
Menu Planning
Coordinate Reception/Banquet Logistics

Transportation

Contract Transportation Services Coordinate
On-Site Transportation

Speaker Management

Coordinate Speaker Contracts
Reimburse/Arrange Travel
Collect Speaker Details

Audio/Visual (AV)

Contract Audio/Visual Services
Manage On Site AV Logistics

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

On Site Management/Registration/Check-In
Virtual/Hybrid Event Management
Arrange Off-Site Special Events (per Event)
Contract Parking Services/Security Services/
Custodial Services
Other: