



CONFERENCE AND EVENT SERVICES

YOUR EVENT - OUR TEAM

EVENT MANAGEMENT SERVICES

You take care of the vision. We'll take care of the details.

Memorial University Conference and Event Services team is your answer to an exceptional event that won't exhaust your resources.

We offer the full range of conference, meeting, and event support and coordination services available to make your event a success at Memorial, and at other venues. From logistics and planning, to amenities, registration, catering, and more, our expert team will work with you to develop a plan tailored to your needs. We do details.



Paula Eddy-Shea



Amy LeGresley



Emily Lockyer



Emily Yetman

REGISTRATION SERVICES

- Online registration site & response to inquiries
- Bi-weekly and final registration reports
- Basic nametags

MEETING PLANNING

- Book and coordinate all meeting space set-up
- Coordinate A/V and food & beverage with vendors
- Coordinate exhibitors, booths, and displays for trade shows
- Prepare, update, and manage conference planning timeline
- Attend committee planning meetings (as required)
- Coordinate on-site registration and logistical details

TRAVEL COORDINATION

- Manage room blocks for delegate accommodations
- Act as liaison for travelling delegates, organizers, and/or speakers
- Coordinate transportation

MARKETING AND PROMOTION

- Develop conference website (MUN template)
- Work with you to develop a promotion plan

TOUR/SOCIAL EXCURSION

- Act as primary contact with attraction/venue
- Coordinate itinerary, transportation and food & beverage
- Obtain quotes/negotiate contracts with venues and suppliers

FINANCIAL SERVICES PACKAGE

- Work with you to develop event budget and financial goals
- Coordinate the submission of applications to available funding sources
- Budget management, tracking, and reporting
- Post-event settlement/closing reports

EVALUATION SERVICES

- Develop a post-event feedback/evaluation survey
- Compile a summary report of delegate feedback/evaluation

ONLINE SERVICES

- Identify online service goals/options
- Coordinate any event platform customization
- Moderate and support the online portion of the event

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eventservices


Rainbow
Registered