



CONFERENCE MANAGEMENT SERVICES

Our professional Conference Services staff will help you successfully execute your meeting or conference on campus, by providing the following services: On-site Management Services; Registration & Financial Management; Conference Website, Abstract Management; Conference Mobile App.

For more information about our services and rates, please contact our Conference Sales and Services Managers at: **250.807.8050** or send an email to conferences.ubco@ubc.ca. We are looking forward to hearing from you!

ON-SITE MANAGEMENT SERVICES	\$100 per event*
Serve as the Venue Manager on Site.	Included
Attend pre and post conference committee and supplier meetings as requested providing logistical and administrative advice.	Included
Prepare detailed room set up layouts, coordinate, and manage room bookings, facility work order requests and housekeeping requests.	Included
Coordinate IT requests and AV requirements.	Included
Coordinate communication to all campus partners to include Facilities, IT Services, Security, Housekeeping, Library, Bookstore, Food Service Providers and Parking.	Included
Onsite troubleshooting and resolution management	Included
Coordinate and manage all UBC accommodation requests, blocks and on-line booking links.	Included
Provide and place all signage for conference (not including the cost of printing special request signage).	Included
Liaison and set up management with external tradeshow booth and poster board installation company	Included
Work with food service provider for room bookings and coordination of facilities setup	Included
<i>* Price based on events with less than 50 attendees. Events with 50 attendees or more will be billed at \$5 per attendee. If using UBC Okanagan summer accommodation, the fee may be waved based on number of rooms picked-up.</i>	

CONFERENCE WEBSITE	\$1,200
Set-up of conference specific website (up to 12 pages providing delegates with info such as conference program, abstracts, registration, accommodation, etc.).	Included

FINANCIAL MANAGEMENT	\$1,200
Manage all revenue and expenses for your event, including external start-up funds, third-party fees and sponsorship, catering and printing invoices, accommodation expenses, etc.	Included



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Conferences & Accommodation
Okanagan Campus

OKANAGAN.UBCCONFERENCES.COM
1.888.318.8666 / 250.807.8050
conferences.ubco@ubc.ca

REGISTRATION PACKAGES	
LITE Registration Package	\$1,500*
Set-up of 2 registration types.	Included
Creation and management of online registration database and links.	Included
Providing receipt and confirmation of registration and regular updates.	Included
Maintaining of financial account, processing revenue & applicable expenses and financial reporting.	Included
BASIC Registration Package	\$2,500*
All LITE Registration Package items.	Included
Set-up of 4 additional registration types.	Included
Prepare delagate name badges.	Included
Coordinate payment of outstanding registration fees.	Included
FULL Registration Package	\$3,500*
All LITE and BASIC Registration Package items.	Included
Assist with print materials.	Included
Assemble delegate kits.	Included
Manage on-site registration desk (up to 15 on-site staffing hours).	Included
Confirm final numbers for social functions and catering.	Included
<i>* all prices are based on a maximum of 100 attendees. Over 100 attendees is priced at: LITE: \$15 per attendee / BASIC: \$25 per attendee / FULL: \$35 per attendee.</i>	

ABSTRACT MANAGEMENT	\$1,500
Design and desktop publish advance notice/call for abstract.	Included
Set up an online abstract submission process.	Included
Manage abstract database.	Included
Compile abstracts and distribute to committee for review.	Included

CONFERENCE MOBILE APP	\$500*
App Set Up: initial information set up with all conference information, such as: Basic schedule; Maps of the venue and surrounding area; Standard in-app social features: Twitter, Facebook and photo sharing; Personalized to-do lists.	Included
App Management: prior to and during conference – changes and updates.	Included
<i>* Please ask us about pricing for more advanced features.</i>	

