

## **Virtual Conference and Event Services Proposal 2020**

Packages available for conference and event management are listed below. Each package includes pricing and services included within.

### **Custom Registration Services**

**Pricing:** \$10/registrant fee +3% credit card fee\* (\$2,000 minimum)

*\*3% processing fee will be charged per credit card transactions, including cancellations, registrations, etc.*

#### **Services Included:**

- Create and maintain a customized registration website
  - Accept credit card payments through secure PCI compliant format
  - Send confirmation emails to attendees (i.e. registered, pending, cancelled, payment due, parking info)
  - Provide access to client reports that include attendee information, event counts, as well as customized reports; financial reporting and billing
  - Payment accepted: Credit Cards, Purchase Orders, UNT IDTs, Checks from a Business/Organization (no personal checks)\*\*
- \*\*Payment required in advance**
- Registration support and assistance provided via email and phone, M-F 8am-5pm CST
  - Consult on virtual platforms and facilitate coordination with registration platform.

### **Standard Conference Management Services**

**Pricing:** \$20/registrant fee +3% credit card fee\* (\$3,500 minimum)

*\*3% processing fee will be charged per credit card transactions, including cancellations, registrations, etc.*

#### **Services Included:**

- Create and maintain a customized registration website
  - Accept credit card payments through secure PCI compliant format
  - Send confirmation emails to attendees (i.e. registered, pending, cancelled, payment due, parking info)
  - Provide access to client reports that include attendee information, event counts, as well as customized reports; financial reporting and billing
  - Payment accepted: Credit Cards, Purchase Orders, UNT IDTs, Checks from a Business/Organization (no personal checks)\*\*
- \*\*Payment required in advance**
- Registration support and assistance provided via email and phone, M-F 8am-5pm CST
  - Provide Virtual Platform for Meeting/Conference – URL's provided via email to client and attendees. Client will be responsible to provide moderators to monitor chat/Q&A box.
  - AV Support up to 4 hours complimentary. AV on call Support available throughout event.

### **Full Conference Management Services**

**Pricing:** \$35/registrant fee +3% credit card fee\* (\$5,000 minimum)

*\*3% processing fee will be charged per credit card transactions, including cancellations, registrations, etc.*

#### **Services Included:**

- Create and maintain a customized registration website
  - Accept credit card payments through secure PCI compliant format
  - Send confirmation emails to attendees (i.e. registered, pending, cancelled, payment due, parking info)
  - Provide access to client reports that include attendee information, event counts, as well as customized reports; financial reporting and billing
  - Payment accepted: Credit Cards, Purchase Orders, UNT IDTs, Checks from a Business/Organization (no personal checks)\*\*
- \*\*Payment required in advance**
- Registration support and assistance provided via email and phone, M-F 8am-5pm CST
  - Provide Virtual Platform for Meeting/Conference – URL's provided via email to client and attendees. Client will be responsible to provide moderators to monitor chat/Q&A box.

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- AV Support up to **8 hours complimentary**.
- Moderator for Keynote Speakers up to **4 hours complimentary**. Moderator will facilitate Q&A and monitor the Chat Box.

### **Add-On Services and Pricing per Event**

- **On-site labor**
  - **\$30/hr. per AV Technician**
  - **\$10/hr. per Moderator for Keynote Speakers**
    - \* Moderator will facilitate Q&A and monitor the Chat Box.

### **Process:**

1. Client requests conference/event management services
2. Event Management Coordinator assigned to group
3. Pre-Event Consultation to discuss services requested
4. Quote provided for services
5. Signed contract
6. Logistics and event management services can begin
7. Ongoing communication between Event Management Coordinator and Client
8. Event Day – check in on client prior, mid, and after
  - \*on-site services would take place if applicable
9. Post-Event Reconciliation
10. Post-Event Meeting with Client