



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, and Abstract Management.

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 waived based on number of rooms picked-up.</i>	

CONFERENCE WEBSITE	\$1,500
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



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	\$500 + \$20 per person
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
Confirm final numbers for social functions and catering.	Included
BASIC Registration Package	\$750 + \$30 per person
All LITE Registration Package items.	Included
Set-up of 4 additional registration types.	Included
Prepare delegate name badges.	Included
Coordinate payment of outstanding registration fees.	Included
Confirm final numbers for social functions and catering.	Included
Other Services Available	\$40/hr per Staff
Manage on-site registration desk.	Included
Assist with print materials (plus cost of printing).	Included
Assemble delegate kits.	Included
Additional Information:	
An additional 2.85% fee will be charged on all credit card transactions.	
Name badges for companion registrations, volunteers or special guests, where no payment is being processed, can be produced for \$10 each.	
Overtime rates will apply to on-site staffing during conferences held on statutory holidays.	
Off campus conferences may incur additional expenses including but not limited to internet access, travel, and parking.	

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

