

Creating a Quality Experience

Conference Management Services at the University of Idaho offers a full range of services to support the success of your event. Whether your event will take place at one of the University of Idaho sites across the state or at an off-campus location, our dedicated team of conference professionals can help plan, promote, manage and create the memorable, quality experience that keeps your attendees returning year after year.

We provide:

- Versatile, multipurpose campus facilities located throughout the state, from Coeur d'Alene to Idaho Falls.
- Worry-free conference, meeting and event coordination with reasonable package pricing.
- An experienced staff of conference experts who can assist with all aspects of your event...
- Valuable connections to lodging, dining, entertainment and recreational opportunities.

We take care of it all:

- Program Development
- Financial Management and Bill Payment
- Promotion and Publicity
- Venue Selection
- Registration Services
- Logistical Support
- On-site Management
- Technology and Audio Visual Needs
- Special Events and Tours
- Evaluations
- Post Program Wrap-Up and Reporting



Conference Management SERVICES

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www.uidaho.edu/conferences

IDAHO
www.visitidaho.org





Site Selection & Contract Negotiation

We can help you determine the best location for your event. From the University of Idaho's campuses to conference and convention centers throughout the state, our team can secure a facility and negotiate contracts that best meet the needs of your event and budget. We work closely with the Moscow Best Western Plus University Inn, the Coeur d'Alene Resort Conference Centers, and other venues, convention centers and hotels across the United States.



Marketing & Communications

We will help coordinate the marketing, graphic design, and website resources to promote your event.



Registration

Our online event registration makes it easy for attendees to securely register and pay by credit card, purchase order or check. Participants receive automated confirmations and general information. We can also assist with on-site registration.



Financial Management

Our budgeting system aids in determining program expenses and registration fees necessary to support the event's bottom line. We can also manage event expenses and provide a detailed post-event financial report to help with event evaluation and future planning.



Lodging

The Moscow and Pullman communities offer 1,300 hotel rooms within ten miles of the University of Idaho campus. University housing may be available during the summer months. We can also connect you to accommodation options for events held at other locations.



On-Site Facilitation

Our team will attend your conference and oversee all on-site needs. From handling on-site registration, to resolving audiovisual issues and special requests, our experienced conference professionals will take care of every need that arises during your event.



Our Service Fee

Our rates and package pricing give you the flexibility to choose and pay only for the services you need for your event. Following an initial consultation, we will provide an estimated coordination fee for your requested support, and we will work with you closely throughout the process to ensure your event stays on budget.

On-campus or off. Local or international. Conference Management Services has the ability to deliver quality services that will make your event a success:

Moscow...

We are your one stop for event planning and resources at the University of Idaho, bringing together everything you need to make your program successful.

Statewide...

We work closely with venues across the state to provide economical, high-quality, convenient meeting space, dining, lodging and recreational activities.



McCall Field Campus



Coeur d'Alene Resort



Moscow



Boise



Moscow



Moscow



Post Falls



Boise



Coeur d'Alene

Conference Management SERVICES

You want to host an event?

Our team of event professionals is here to help you!

Call to schedule a free consultation:

208-885-9961