



**"The College of Education's Office of Conferences has the experience and industry contacts to handle every aspect of your event from site selection to serving on the event planning team."**

*Wofford O'Sullivan  
S.C. Department of Education*

**Whether you are hosting an event in beautiful South Carolina or anywhere else in the United States, we will provide the personal attention and services to make your conference or event a big success.**



For more information contact:  
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college of education  
**office of conferences**

# Conference and Event Management

- conferences, workshops, seminars
- business & organizational retreats
- luncheons, banquets, breakfast meetings
- activity & event planning



## Conferences, Workshops, Retreats ... Oh My!

If there's a conference or meeting in your future, turn the planning over to the Office of Conferences in the University of South Carolina's College of Education. We'll work on the details while you concentrate on creating a dynamic program.

Our professional staff knows the ins and outs of conference planning and, in the long run, will save you time, money, and headaches. We specialize in:

- conferences, workshops, and seminars
- business and organizational retreats
- luncheons, banquets, and breakfast meetings
- activity and event planning.



### Attention to Detail

From your first call to the Office of Conferences until the post-evaluation of your event, you'll have a partner

at your side guiding you through each step.

Some of our off-site services include:

- Hotel/site selection and contract negotiations
- Brochure design and production
- Abstract processing and conference proposals
- Pre- and on-site registration
- Registration packets
- Vendor negotiations and shows
- Financial services including reconciliation of revenues, expenses, payment of bills, and fee receipting

## The Right Place at the Right Price

Known for our expertise in conference site selection, we will find the most appropriate and cost-effective location based on your needs. If you have a specific venue in mind, we will negotiate on your behalf to obtain the lowest possible rates. Contract negotiation is just one of our many bargaining tools.

### Breakfast, Lunch, Dinner, and More

Because we work closely with numerous catering and dining facilities across the country, we can work out the best agreements and menus for every meal. Our staff will put together menus to suit your specific needs and budget.



**"Attention to detail and business acumen at its best! Our conference was a great success and brought in under budget. Kudos to USC's College of Education for providing top-notch service and support!"**

*Patsy Towery,  
S.C. Association for Higher  
Continuing Education*

## Success Stories

The College of Education's Office of Conferences has helped many organizations plan their most important meetings and conferences. Our recent clients include:

- Professional Development Schools National Conference
- S.C. Association of Higher Continuing Education S.C. Education and Business Summit
- Non-Credit Continuing Education National Conference
- National Network for Educational Renewal



**"The personal attention that the College of Education provided throughout the planning and hosting of the Professional Development Schools National Conference made for an enjoyable and effective experience. I look forward to working with them next year as we plan for a larger conference."**

*Bruce E. Field,  
National Association of  
Professional Development  
Schools*