In Person
In Touch

Experience
Value
Quality
Outstanding Location
Customer Service

Meetings Are Always In Style
Some of our services include:
- Providing assistance with materials design
- Providing regular registration reports
- Processing registrations
- Printing standard name badges and holders
- Providing speaker ribbons
- Responding to telephone and electronic questions
- Providing and mailing registration receipt and one sheet of customized information
- Collecting and processing special needs requests
- Providing up to five copies of the final list of participants
- Providing class rolls, when needed
- Set up and staffing of on-site registration (1 hour staff time per 20 registrations processed)
- Processing and invoicing purchase orders
- Processing cancellations, substitutions and refunds
- Managing accounts receivables and returned checks
- Record storage for six years

Our rates for registration services:
Program course initiation fee – $250
Web site fee – $300
Registration Processing Fees:
$9 per person domestic and $11 international
Spouse and Guest badges – $3 each
Cancellations – $18 per cancellation processed
Registration staff hours above one hour per 20 registrations processed – $25 per hour
Additional copies of participant’s list – $.10 per page
Credit card fees – 2.75% of fees processed

Complete meeting management services are available to your group for as little as 17% of your fees collected. This fee can easily be included in your registration costs.
17% service charge is added to all meeting space rentals.

- Capacities will be reduced if a head table or equipment is used.
- To keep rates low, a rental day is 7 a.m. until 6 p.m. Program Managers can customize pricing for other access times.
- 4-hour rentals available at 60% of published rate.
- Charges may apply for room resets.

Rates listed are for a standard day. Four-hour rates are available for most items.
Our Quality, Our Outstanding Location

Yes, This is What We Do!

We host approximately 35,000 conference guests annually.

Our annual economic impact to the community exceeds $30 million.

We travel across the state managing meetings.

We employ up to 100 UT students to staff and manage large events.

The UT Conference Center hosts an average of 110 visitors per day to downtown Knoxville.

To learn more about how UT Conferences can help with your next event, call for your no-cost consultation.

The University of Tennessee Conference Center

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PO Box 2648
Knoxville, TN 37901
Telephone: 865-974-0250 • Fax: 865-974-0264
E-mail: conferences@utk.edu
www.utconferences.org

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