



Department of Housing and Dining Services - CU Conference Services

Today's Date: _____

Your Name: _____

Organization Name: _____

Address: _____

Phone Number: _____ FAX Number: _____

E-mail: _____

Name of Conference: _____

**If this program is an annual or bi-annual conference please provide us with the last location that the conference was held.*

Total Number Participants _____

Sponsorship: please check all that may apply

- On-campus department
- University affiliate
- Federal Government
- State Government
- Non-Profit
- Sponsorship Pending

In order for groups to schedule a conference on the CU campus, two criteria must be met. The program must be either educational or leadership in nature, and it must have the sponsorship of an appropriate campus department or organization. Sponsorship does not imply financial, space, or time responsibilities for the sponsoring department or organization.

Preferred Date for Conference: check-in _____ check out _____

Are your dates flexible? yes no

Funding Source: please check all that may apply

- Department Funds (paid by speedtype)
- Grant Funds
- Participant Fees
- Other

Description of Conference: What is the mission or goal of this conference? _____

MEETING SPACE: Plenary: Capacity _____ Days _____

Breakout Rooms: Number _____ Capacity _____

Other rooms: _____

Fields or Gyms: _____

Special needs: Telephone _____

Ethernet _____

AV needs _____

Please indicate which of the following services will be required for your conference so that we may provide more information.

Design & Plan	Yes	No	N/A
Event Design & consultation			
Budget & Financial planning			
Vendor Procurement (hotel, catering, transportation, etc)			
Schedule Development			
Online Call for Papers/Presentations			

Registration	Yes	No	N/A
Online Registration			
Budget & Financial planning			
Payment collection and processing			
Custom name badges			
Onsite registration (includes fee collection, receipts and name)			
Credit coordination and management			

Market & Promote	Yes	No	N/A
Webpage Design & Hosting			
Graphic or multimedia presentation consultation			
Print material design (i.e., Brochure, Registration Form)			
E-Media Services (i.e. webcast, email blasts)			

Coordinate & Manage	Yes	No	N/A
Single point of contact for on-site services			
On-site A/V technical support			
Coordinate poster board sessions			
Access to CU Parking			
Access to on-site business services			
Coordinate Exhibits			
Transportation and shuttle service			

Media	Yes	No	N/A
Post event digital editing			
Website update and hosting			

Output presentations to DVD			
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Support & Extend	Yes	No	N/A
Audio/Visual Equipment			
Wireless Internet			
Video Conferencing			
Simulcast for virtual conference participant			
Record & archive event for on-demand web viewing			
Event photography			
Sign language interpreters			
Language interpreters			
Digital Video			

Manage & Evaluate	Yes	No	N/A
Process approved funds and collections			
Event summary reports (participation, fiscal)			
Electronic event program surveys and evaluation			
Post-Event analysis			

Would you like Conference Services to suggest or arrange any special tours, activities, teambuilding or other events?

yes no

Will there be any other requirements for your meeting/conference?

yes no

Booking Deposit

A booking deposit of 10% of anticipated expenses is required in order to confirm reservations and space. In addition an advance deposit of 50% of the estimated expenses may be required two weeks prior to check-in.

Certificate of Insurance

By state law, all groups are required to have a certificate of insurance of general liability for at least \$1 million for their conference activity *unless* the payment of conference expenses is through a University of Colorado speed type.

General Administrative Infrastructure Recharge (GAIR)

GAIR is a percentage (approximately 5.7%) charged by the University's Finance Office on conference expenses. The fee is intended to cover costs incurred by the Finance Office in processing the required paperwork and payments for these expenses.

After the Fact Purchases

State of Colorado fiscal rules prohibit purchasing any goods and services without the creation of a purchase order prior to placement of the order. Depending on dollar amounts, fiscal rules may require that the item be placed in a formal bid process. If conference clients wish to engage in spending conference funds for any good or service, they are required to receive authorization before placing the order. If a client arranges to purchase any item using conference funds and does not receive prior authorization, the University will not pay for the said item/service and the Event Sponsor will be personally liable for the payment.

Alcohol

If alcohol is served on-campus CU Conference Services will be the sole provider. All groups will be required to comply with all prevailing state rules and regulations. If alcohol is served at any off-campus event coordinated by CU Conference Services, bus transportation will be mandatory for the safety of all participants.

Thank you for your interest in the University of Colorado at Boulder and CU Conference services.

A professional member of our staff will contact you regarding your event within 48 hours (Monday – Friday).
We look forward to learning more about your conference