The Registration Package

Includes 5 ways for participants to register:

- Mail
- Internet
- Fax
- On-site
- Phone

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 5 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 6 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.

Some Facts About UT Conferences

- The department hosts approximately 35,000 conference guests annually.
- The department’s annual economic impact to the community exceeds $30 million.
- The department travels across the state managing meetings.
- The department employs 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.

UT Conferences
600 Henley Street, Suite 212
PO Box 2648
Knoxville, TN 37901
Telephone 865-974-0250 • Fax 865-974-0264
E-mail: conferences@utk.edu
www.utconferences.org

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex or disability in its educational programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA, or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Ave., Knoxville TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UT Office of Human Resources, 600 Henley St., Knoxville, TN 37996-4125. Publication # E01-5701-001-010-09 (CO09009)

Our Service and Value
Ensure Your Meeting’s... Success

In addition to providing meeting space at the UT Conference Center, UT Conferences offers registration and event management services for events located in the UT Conference Center, on the UT campus, in area hotels and meeting facilities, and across the state.

Our services include:

- Event Recruitment
- Marketing
- Registration
- Financial Management
- Lodging (hotel and residence halls)
- Food and Beverage
- Transportation
- Complete Meeting Management

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Our Beverage Breaks
Regular and decaffeinated coffee, hot tea, hot chocolate, soft drinks, bottled water, and morning juices are available for your attendees throughout your meeting. Service can be provided in or near your meeting room.

Full Day (4 to 8 hours) $4.75 per person
Half Day (up to 4 hours) $3.50 per person
Extended Day (8 to 12 hours) $6.75 per person

Our Breakfast
Continental Breakfast $6.95
Biscuit Feast $7.95
Traditional Breakfast $10.95
Breakfast Buffet $11.95

Our Value Lunches
Cold Sandwich Plate $8.95
Hot Sandwich Plate $9.95
Blue Plate Special (seasonal features) $10.95
Chef’s Choice Soup and Sandwich $9.95
Two Meat Buffet $14.95

Our Sandwiches and Salads
Deli Sandwich $9.95
Club Sandwich $10.95
Charbroiled Chicken Sandwich $10.95
Open Faced Roast Beef Sandwich $10.95
French Dip Sandwich $10.95
Traditional Chef’s Salad $10.95
Enjoy a cup of soup with any sandwich or salad for an additional $1.50 per person.

Our Served Lunches
Lemon Pepper Chicken $11.95
Chicken and Pasta $11.95
Sliced Beef with Mushrooms $13.95

Our Luncheon Buffets
Barbecue Buffet $13.95
Baked Potato Buffet $12.95
Sandwich Builders Buffet $12.95
Gourmet Pizza Buffet $12.95

Our Premier Buffet
2 meats, 3 salads, 3 sides $15.95 Lunch / $17.95 Dinner

Our Stimulus Package Special Buffet
Grilled Hamburgers and Chicken Sandwiches $9.95

Specialty Breaks
We offer numerous specialty and a la carte items for your meeting breaks. Call (865) 974-0250 or visit www.utconferences.org for our complete menu.

Our Basic Reception
Assorted Tennessee Cheeses
Mixed Nuts
Crackers and Flatbreads
Fresh Fruits with Yogurt Dip
Assorted Raw and Grilled Vegetables
Vegetarian Tea Sandwiches
Assorted Tea Sandwiches
Sweet and Sour Meatballs
Assorted Mini Desserts
Sparkling Punch
Coffee, Tea, Bottled Water, and Soft Drinks $14.95 per person (25 person minimum)

Food and Beverage Policies
We are happy to design custom menus for your group. There is a $35 staffing charge per food function where less than 15 people are guaranteed. This does not apply to beverage service; our affordable unlimited beverage service is required for all groups.

A 17% service fee is added to all food and beverage purchases. Sales tax is added to all groups unless appropriate sales tax exemption forms are provided. Call (865) 974-0250 or visit www.utconferences.org for our complete food and beverage policies.

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