

Wondering how to make all the pieces fit?

Call CALS Conference Services

your event planning specialists!

Experience, expertise, and technology to make it all come together: **CALS Conference Services** can help you plan your next event!

From 10 – 1,500+ attendees, in Wisconsin, across the country, or abroad: We will customize your event to make it fit your vision and goals.

Thousands of **successful past events** and a **long list of satisfied customers: Call us today!**

CCS took care of all the details, from setting up a professional looking website that included registration and abstract submission capabilities to taking care of all contracts, travel, lodging, and financial details of the conference. We wouldn't have been able to organize such a successful international meeting without the help of CCS."

– Professor Natalia de Leon, Agronomy

Very resourceful, professional group. Always raising the bar for a quality event. Highly recommend their service!"

– Dr. Mihaela Teodorescu
School of Medicine and Public Health

Abstract
Portal

Financial
Management

Tours

Speaker
Services

Promotion
&
Marketing

Technology

Event
Planning

Website

Attendee
App

Registration

Facility
Management

EVENT PLANNING: Includes consulting, budgeting, and project management expertise.

TECHNOLOGY RESOURCES: Tech that allows us to provide a one-stop solution for every aspect of your event, including: website; integrated registration sites for attendees, sponsors, exhibitors and speakers; and portals for the collection of abstracts, hotel guest room block allocations and speaker AV equipment needs. Mobile-ready tools that work on all devices, including feature-rich attendee apps; session and event surveys; live Q&A; gamification; private social networks for event participants; and organizer apps.

REGISTRATION SERVICES: Secure online registration sites that feature your logo, collect fees, confirm participants, and produce customized name badges; as well as provide special tracking and ticketing, customized real-time reports for coordinators, and on-site registration assistance.

FACILITY MANAGEMENT: Evaluate potential meeting sites; contract venue and guest room blocks; arrange catering and audio-visual needs; and design functional meeting space.

FINANCIAL MANAGEMENT: Develop a budget; manage income and expenses, vendor and speaker contracts, and travel reimbursements; provide final auditable financial report.

PROMOTION AND MARKETING SERVICES: Design custom event websites and coordinate design and printing of promotional materials.

MATERIAL HANDLING SERVICES: Design and produce abstract or proceedings books, handouts, and evaluations.

SPEAKER SERVICES: Contract speakers; confirm and request audio-visual needs, biographies and handouts; make accommodations, travel arrangement and process reimbursements or honorarium payments.

TOURS AND ENTERTAINMENT SERVICES: Secure tour guides and entertainers, and negotiate and contract for their services; book tours and field trips, and arrange transportation.

EXHIBITOR, DISPLAY OR POSTER SESSION MANAGEMENT: Contract space and equipment; develop exhibitor materials; register and confirm participants; and assign space.

OTHER SERVICES: We offer additional services beyond what is listed here. Every event is different. Please consider your needs and inquire about our additional services. We will do our best to customize what we offer to meet your needs. It's our goal to make your event a success!

Fees for our services vary depending on your needs.
A free consultation is offered to assess your needs and provide you with a quote.
Contact us today!

For more information, contact: CALS Conference Services
(608) 263-1672 | conference@cals.wisc.edu | <https://ccs.cals.wisc.edu/>



College of
Agricultural & Life Sciences
UNIVERSITY OF WISCONSIN-MADISON