

## 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

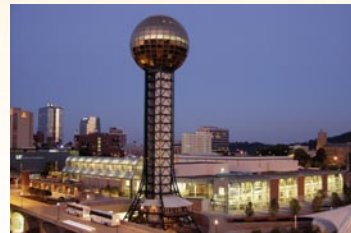
Additional copies of participant's list – \$.10 per page

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

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Conferences

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# 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

### Contact us for a no-cost consultation.

### UT Conferences

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[www.utconferences.org](http://www.utconferences.org)

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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

- Barbeque 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](http://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.

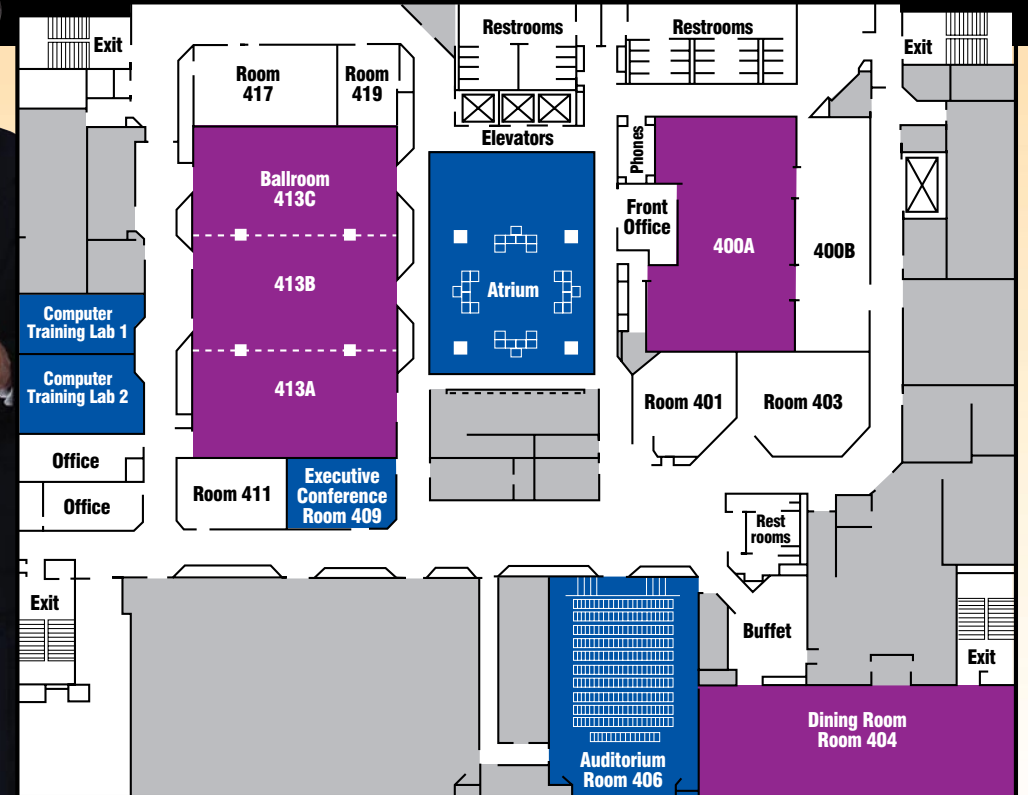
A 17% service fee is added to all food and beverage purchases. Sales tax is added to all groups unless appropriate sales tax exemption forms are provided.

Call (865) 974-0250 or visit [www.utconferences.org](http://www.utconferences.org) for our complete food and beverage policies.

### Sample Audio Visual /Misc. Offerings

- LCD Computer Projection Package.....\$160
- Standard Flip Chart Package.....\$25
- Easel.....\$5
- Standard Overhead Package.....\$25
- TV/VCR/DVD Package.....\$80
- Laptop Computer.....\$100
- Wireless Lavalier Microphone.....\$40
- Skirted Exhibit Table.....\$20
- Table Linen.....\$10

Rates listed are for a standard day.  
Four-hour rates are available for most items.



Room	Theater (chairs only)	Classroom (3 per 6' table)	Banquet/Meal	Hollow Rectangle	Total Square Feet	Weekday Rental Fee	Weekend Rental Fee
400A	100	63	100	30	1,566	\$176	\$203
400B	90	20	60		1,102	\$126	\$143
401 (heptagonal)	40	18	40	24	676	\$106	\$119
403 (octagonal)	50	36	50	30	842	\$126	\$143
404 (dining room)			180		2,080	\$206	\$239
406 (auditorium)	150				2,071	\$306	\$359
409 (boardroom)				10	499	\$126	\$143
411	30	18	26	18	429	\$106	\$119
413A	100	45	80	42	1,431	\$176	\$203
413B	100	60	80	42	1,484	\$176	\$203
413C	100	45	80	42	1,431	\$176	\$203
413ABC	300	156	300		4,346	\$461	\$515
417	50	24	40	30	990	\$146	\$167
419 (Sm. Board Room)			6	6	247	\$76	\$83
Exclusive Use of Above Facilities						\$1,450	\$1,650
Computer Lab 1		14			556	\$525	\$660
Computer Lab 2		10			413	\$425	\$570
Computer Labs 1 & 2		24				\$825	\$1,050

- 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.

