

## Your Conference is our Business!

We believe that creating a quality experience for conference planners and participants has the power to promote new ideas, advance business and create strong social connections.

Whatever the location, we can help make your event a success by delivering the expertise and services you need. Our staff provides worry-free event coordination; including logistics for lodging, dining, entertainment and recreation - all at a reasonable price.

We don't just provide services on the Moscow Campus; our group can take your event to the next level no matter the location. Not only do we provide service to any of the Statewide campus locations, we can help anywhere in Idaho, any state and even international locations. Our mission of promoting ideas and creating strong social ties knows no boundaries.

Don't let the stress of conference and event planning get in the way of your ideas, research or dreams. Our team has the professional connections and experience to take the guess work out of events and conferences. Contact us today to see how our team is the right fit for your conference..



University  
of Idaho

### About our pricing

Our rates and pricing packages give you the flexibility to choose the right options for your budget. With a-la-carte options available, you only pay for the services you need. A written estimate will be provided for our coordination fee as well as any additional support you request. We work with you to ensure that events stay within your budget.

## Conference Services

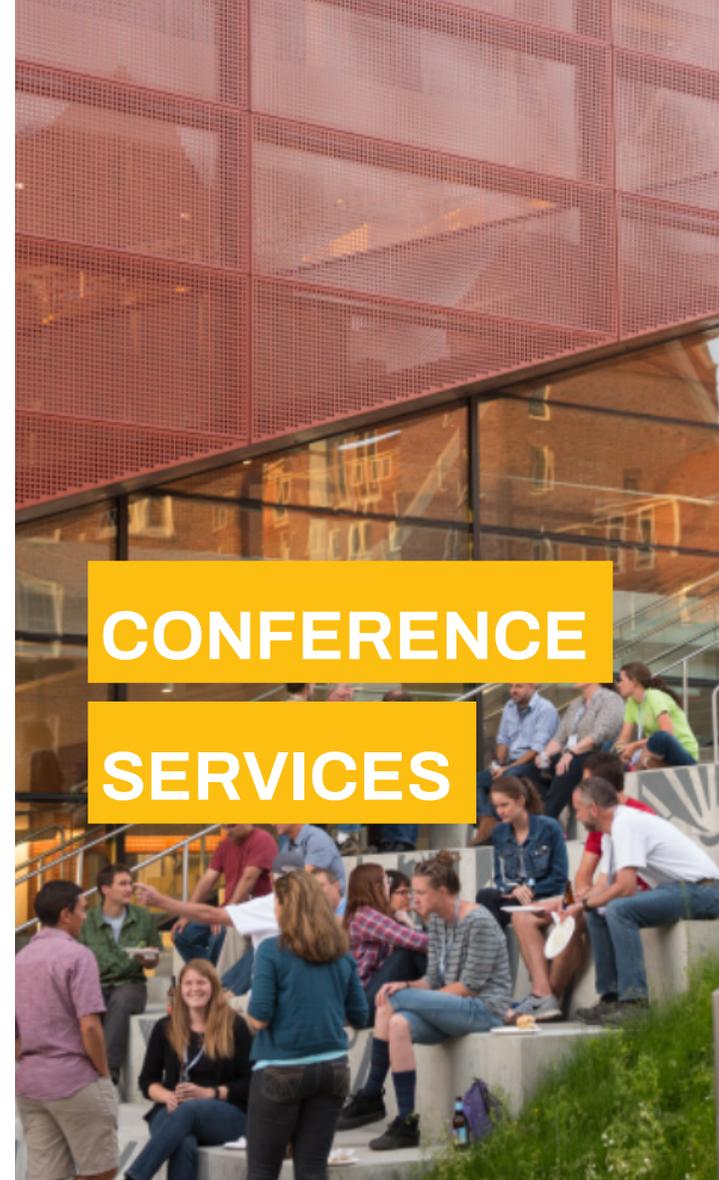
### Contact

[www.uidaho.edu/conferences](http://www.uidaho.edu/conferences)

**208-885-4152**

[conferences@uidaho.edu](mailto:conferences@uidaho.edu)

It is UI policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, sexual orientation and gender identity/ expression, age, disability, or status as a Vietnam-era veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.



University  
of Idaho

**We take the guess work out of conference and event planning by providing specialized staff experienced in delivering world class, worry-free services.**



**We take care of it all:**

### **Site Selection & Contract Negotiation**

- Our team can help select and secure a facility, as well as negotiate contracts that best meet the needs of your meeting and budget. We work closely with a number of regional hotels, venues, convention centers.

### **Registration**

- Our online registration tools make it easy for attendees to securely register and pay – as well as assisting with on-site registration.

### **Financial Management**

- Our team can assist with budget proposals, revenue and expense management and full post-event financial reports.

### **Marketing and Communications**

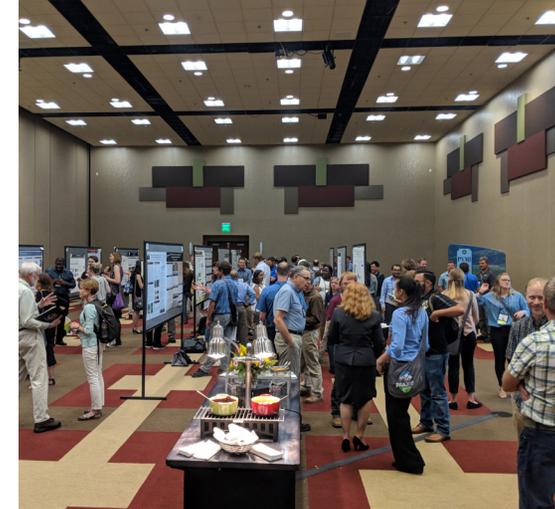
- Our team can help coordinate marketing, graphic design and web resources to promote your event.

### **Lodging**

- The Moscow–Pullman region offers approximately 1300 hotel rooms within ten miles of the Moscow Campus. On-campus options may be available during the summer months.

### **On-Site Facilitation**

- We handle every aspect of the on-site experience including registration, parking, catering, technology, exhibit and sponsor management. Our staff is ready to assist you with anything.



**On Campus, Off-Campus, Local or Regional**

### **Moscow**

- We are your one-stop service providers for event planning and resources at the University of Idaho Moscow Campus and community bringing together everything you need to make your program a success.

### **Statewide**

- We work closely with venues across the state to provide high-quality, convenient meeting space, dining, lodging and recreational activities.

### **Regional**

- Our Conference Management Services are not restricted to any state or region. Reach out and see how we can help make your meeting a success, regardless of the location.