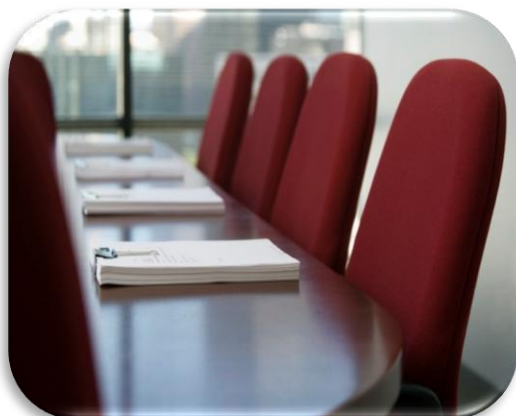


North Carolina A & T State University

Office of Continuing Education

Conference Services



The Office of Continuing Education (OCE) at North Carolina A&T State University offers a wide range of conference management services. We will help you maximize the success of your event by handling the details of registration, payments, marketing, etc. so that you can focus on your area of expertise -- the content. Your attendees will be provided with exceptional customer service from our trained and certified staff.

We can help you choose a site, review contracts, coordinate event logistics, provide marketing support and process your registrations. Services are available a-la-carte, or as part of a comprehensive package. For event or conference planning please contact ceprodev@ncat.edu or 336-334-7607.

Full Administrative Services

The Office of Continuing Education (OCE) can assist you with all phases of program/conference planning to help ensure a successful event. An administrative fee (\$500 minimum) will be charged for the following services:

- OCE staff to attend planning meeting(s) as needed (out-of-area travel expenses are additional)
- Research, negotiate and book meeting space and guest rooms
- Develop and manage budget
- Assist with speaker arrangements including contracts and travel
- Secure parking and provide parking permits, if needed
- Assist with research and the development of a marketing plan
- Oversee the design, printing and mailing of marketing print materials, email blasts
- Process pre-registrations through mail, fax, internet and over the phone
- Deposit registration monies
- Mail/email confirmation letters, maps and other needed enclosures (first-class postage per letter is included in administrative fee)
- Prepare name badges and conference folders for participants
- Produce participant list and other needed conference reports
- Provide on-site registration assistance (out of area travel expenses are additional)
- Pay conference invoices
- Secure needed audio visual equipment (conference will pay for any rental and set-up costs)
- Provide Continuing Education Units (CEUs), if needed and appropriate
- Produce finance report listing revenue, expenses and balance
- Web design and host (extra fees may be assessed)
- Assist with other conference arrangements as needed

***Registration Services ONLY**

OCE can assist with the following for an administrative fee (\$500 minimum):

- Process pre-registrations through mail, fax, internet and over the phone
- Deposit registration monies
- Email confirmation letters, maps, and other needed enclosures
- Prepare name badges for participants
- Produce participant list and finance report listing revenue, expense (OCE administrative fee), and balance

**Fee will be negotiated based on needs*

***Logistical Arrangements ONLY**

OCE can assist with the following for an administrative fee (\$500 minimum):

- OCE staff to attend planning meeting(s) as needed
- Research, negotiate and book meeting space and guest rooms
- Secure needed audio visual equipment
- Secure parking and provide parking permits, if needed
- Work with room set-ups
- Work with caterers on food functions
- Assist with other logistical support as needed
- Program organization will be invoiced for services provided

**Fee will be negotiated based on needs*

***Coordination Fee**

The coordination fee is a flat rate based on the number of staff hours required to complete the services listed above. Contact the Office of Continuing Education to request a proposal based on the specific services you need for your event.

**Fee will be negotiated based on needs*

Awarding Continuing Education Units (CEUs)

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. CEU is awarded for those learning activities that do not offer academic credit. Criteria and guidelines for use of the CEU are published by the Council on the Continuing Education Unit and the Southern Association of Colleges and Schools.

The Office of Continuing Education (OCE) defines, administers, and awards CEU in accordance with the guidelines set forth by The Commission on Colleges (COC) – Southern Association of Colleges and Schools (SACS) and Administrative Memorandum #135 of the University of North Carolina General Administration.

Those completing CEU activity requirements, including minimum attendance requirements, will be awarded a CEU certificate of completion. Permanent transcripts of CEU activity completed by each individual will be maintained by the Office of Continuing Education.

Computation of CEUs

The number of Continuing Education Units awarded is determined by the number of instructional hours spent in a formal learning environment. 10 Contact Hours = 1 CEU

Professional associations/governing boards contact hour computation may vary depending on the profession. Reference needs to be made to the specific professional association/governing boards.

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