

Subject: Launch of Centralized Conference Registration Support Portal
From: Academic Support Services
To: All Staff Engaged in Event Planning
Date: 28 December 2017

Dear Colleagues,

To better support academic event logistics, we have launched a **new portal** for managing registrations and cost tracking for university-hosted conferences.

Portal features:

- Participant registration and badge creation
- Meal pre-order integration with finance
- Documented cost per participant, by session

Pilot testing has begun in the Law, Social Sciences, and Engineering faculties.

 Portal: [intranet.university.edu/conferencehub]

Sincerely,

Dominik Seiler

Event Systems Coordinator