> *Instructions:*
> Please review the following options to determine the level of service you require. Simply check the box next to the service you are requesting, sign and ONLY return this page along with your *Application for Use of UC Davis Facilities/Services*. Conference and Event Services will complete the fee information and will return a signed copy to you.

REGISTRATION AND COORDINATION PACKAGES

- ☐ Package A- Registration Only
- ☐ Package B- Registration Only
- ☐ Package C- Registration Only
- ☐ Package D- Coordination Only
- ☐ Package E- Registration and Coordination Only

ON-LINE ABSTRACT SUBMISSION PACKAGES
(Packages A, B, or D must be selected in order to request this service).

- ☐ Package 1
- ☐ Package 2
- ☐ Package 3
- ☐ Package 4

NOTE:
Please note that services other than those specifically listed are not included in any of the packages but may be provided at an additional charge. Please inquire about any services that are not listed but may be required for your program.

CONFERENCE AND EVENT SERVICES TO COMPLETE:

Conference and Event Services Office will provide the level of service checked above @ $_____ per person or a minimum of $ _____. Note that the per person fee is charged based on the number of registrations processed through this office (e.g., complimentary registrants above the number allowed, cancellations, volunteers, etc.). Additional services not included above and/or requested after this document is signed will be charged to sponsor at an hourly rate of $70.00 per hour.

_____   _____
Conference Sponsor   Date

_____   _____
Conference And Event Services Coordinator   Date

PACKAGE A- REGISTRATION ONLY

- On-Campus @ $2,500.00 or $25.00/person, whichever is higher
- Off-Campus @ $3,000.00 or $30.00/person, whichever is higher PLUS all travel costs

Printed Materials

(CES to order and process; client to pay for supplies, labor and printing; client to provide content in MS Word format; using standard templates; custom requests may incur additional charges)

- Call for Papers
- Registration Mailer
- Confirmation Letter
- Final Program
- Banquet and Drink Tickets
- Nametags for registered participants on standard name badge stock
- Final Participant Roster

NOTE: Additional desktop publishing requests will incur an additional hourly labor charge.

Mailing

(Client to provide excel mailing list, client to pay postage and supplies)

- Label and Mail Call for Papers
- Label and Mail Registration Mailer
- Label and Mail Confirmation Letter
- Broadcast Email Using Client Mailing List (up to 3 messages; client provides the message)
- Broadcast Email Using CES Registrant Database (up to 5 messages; client provides the message)

NOTE: Additional mailing requests will incur an additional hourly labor charge.

On-Line Registration

- Standard webpage (see website for sample); All requests for changes are subject to approval and may not be accommodated. If approved, changes will incur additional charges
- First Update/Edit per Section
- Sponsor will have access to database to run standard reports

NOTE: Additional updates/edits will incur an additional per update/edit charge.

Registration Form Processing and Accounting

- Process Registration Fees and Refunds (checks and campus recharge)
- Credit Card Payments (client to pay credit card processing fees)
- Complimentary Registrations (10 at no charge; administrative fee applies for others)
- Cancellation Fees (submitted in writing, per person fee will apply)
- Refunds (submitted in writing, per person fee will apply)
- Speaker Reimbursements (10 at no charge; all others charged at hourly labor rate; submitted in writing; original receipts required)
- Payments of invoices from conference account (original invoice required)

NOTES: 1) We do not accept purchase orders; 2) If a "membership" registration fee is offered, it is the responsibility of the sponsor to verify membership.

Conference Folders

- CES Everything You Need Is Already Here Folder
- UC Davis Map

- Discover Downtown Davis
- UC Davis Name Badge Stock and Lanyard Holder
- Additional Inserts (3 additional pieces at no cost; client to pay for printing)

NOTE: Additional inserts to folder will incur an additional hourly labor charge.

Gift or Promotional Items (ordering and on-site sales)

Examples:
- T-shirts
- Portfolios

NOTE: Stuffing bags and/or portfolios will incur an additional hourly labor charge.

On-Site Registration Desk Staffing

- Staffing for 10 hours total (hours must be consecutive over two consecutive days)

NOTE: Additional staffing will incur an additional hourly labor charge and is based on availability and approval. Client to pay for all costs associated with additional staffing (e.g., meals, lodging, etc.). CES will determine the number of staff required.

PACKAGE B – REGISTRATION ONLY

- $1500.00 or $15.00/person whichever is higher (no on-site staffing or printed nametags provided)

Printed Materials
(CES to order and process; client to pay for supplies, labor and printing; client to provide content in MS Word format; using standard templates; custom requests may incur additional charges)

- Call for Papers
- Registration Mailer
- Confirmation Letter
- Final Program
- Banquet and Drink Tickets
- Final Participant Roster

NOTE: Additional desktop publishing requests will incur an additional hourly labor charge.

Mailing
(client to provide Excel mailing list, client to pay postage and supplies)

- Label and Mail Call for Papers
- Label and Mail Registration Mailer
- Label and Mail Confirmation Letter
- Broadcast Email Using Client Mailing List (up to 3 messages; client provides the message)
- Broadcast Email Using CES Registrant Database (up to 5 messages; client provides the message)

NOTE: Additional mailing requests will incur an additional hourly labor charge.

On-Line Registration

- Standard webpage (see website for sample); Custom sites will incur additional charges
- First update/edit per section
- Sponsor will have access to database to run standard reports

NOTE: Additional updates/edits will incur an additional per update/edit charge.

Registration Form Processing and Accounting

- Process Registration Fees and Refunds (checks and campus recharge)
- Credit Card Payments (client to pay credit card processing fees)
- Complimentary Registrations (10 at no charge; per person fee applies for others)
- Cancellation Fees (submitted in writing, per person fee will apply)
- Refunds (submitted in writing, per person fee still applies)
- Reimbursements (10 at no charge; all others charged at hourly labor rate; submitted in writing; original receipts required)

NOTE: 1) We do not accept purchase orders; 2) if a "membership" registration fee is offered, it is the responsibility of the sponsor to verify membership.

PACKAGE C – REGISTRATION ONLY

- $3.25 per person/50 person minimum

On-Line Registration/Credit Card Payments Only

- Registration website (sponsor to maintain their own conference website)
- Two updates/edits included.
- Sponsor will be provided with a user name and password to access registration information at any time and will have the ability to run reports.

NOTE: Additional updates/edits will incur an additional per update/edit charge.

Registration Form Processing and Accounting

- Process Registration Fees and Refunds; Payment by CREDIT CARD ONLY (client to pay credit card processing fees)
- Cancellation Fees (submitted in writing, per person fee still applies)

NOTES: 1) We do not accept purchase orders; 2) if a "membership" registration fee is offered, it is the responsibility of the sponsor to verify membership.

PACKAGE D – COORDINATION ONLY

- On-Campus @ $2500.00 or $25.00/person, whichever is higher
- Off-Campus @ $3000.00 or $30.00/person, whichever is higher PLUS all travel costs

- Serve as single contact for on or off-campus services and facilities
- Provide conference budget indicating charges for all contracted services
- Provide centralized accounting system to pay all service providers (not for services rendered: ex. Honoraria or Gift Acceptance); generate expense reports; final billing; reconciliation
- Coordinate meeting rooms on or off-campus and appropriate facility set-ups
- Arrange for audiovisual from in-house department
- Contract with the UC Davis food service vendor to arrange for meal and refreshment functions
- Arrange for poster session equipment
- Arrange for special function transportation needs through in-house department (depends on availability)
- Obtain UC Davis Alcohol and Sound Permits
- Arrange for security services from the UC Davis Aggie Host Program
- Arrange for parking services from the UC Davis Transportation and Parking Services department

NOTE: Additional staffing will incur an additional hourly labor charge, and is based on availability and approval.

- Client to pay for all costs associated with additional staffing (e.g., meals, lodging, etc.).
- Coordination of additional on or off-campus services may incur an additional hourly labor charge.

PACKAGE E – REGISTRATION AND COORDINATION

- On-Campus @ $4000.00 or $40.00/person whichever is higher
- Off Campus @ $5000.00 or $50.00/person whichever is higher PLUS all travel costs

- Includes all services offered in Package A and Package D

NOTE: Conferences that take place on a university holiday require special approval and will incur additional charges.

ON-LINE ABSTRACT SUBMISSION PACKAGES
(Packages A, B, or D must be selected in order to request these services)

PACKAGE 1
- $10.00/person or $1,000.00, whichever is higher (based on total number of registrants)

Includes the following:
- Sponsor to provide questions/fields that are to be completed by author. Based on this information, CES will create a template for authors to complete and submit (text only, no attachments or graphics)
- The template is accessed via the conference web site and completed by the author
- Once the abstract is submitted, it is sent via email to one person designated by the sponsor for dissemination to review committee members
- Sponsor is responsible for notifying authors of acceptance or denial of their submission
- Sponsor is responsible for creating and printing book of abstracts and program

PACKAGE 2
- $15.00/person or $1,500.00, whichever is higher (based on total number of registrants)

Includes the following:
- Sponsor to provide questions/fields that are to be completed by author. Based on this information, CES will create a template for authors to complete and submit (text only, no attachments or graphics)
- Authors can select a keyword or subject area (limited to one) in the form of a drop down menu; sponsor to provide this information
- The template is accessed via the conference web site and completed by the author.
- Once the abstract is submitted, it is sent via email to committee members based on key word (sponsor to provide this information)
- Sponsor is responsible for notifying authors of acceptance or denial of their submission
- Sponsor is responsible for creating and printing book of abstracts and program

PACKAGE 3
- $25.00/person or $2,500.00, whichever is higher (based on total number of registrants)

Includes the following:
- Sponsor to provide questions/fields that are to be completed by author. Based on this information, CES will create a template for authors to complete and submit (text only, no attachments or graphics)
- Abstracts will be stored in the CEVS database
- Authors must create an account using a valid e-mail address. The system allows only one abstract submission per author e-mail address.

- Authors can select a keyword or subject area in the form of a drop down menu; sponsor to provide this information.
- Authors may access their abstract for editing purposes through a password system (see number 3)
- Access to abstracts for editing is not possible once the deadline to submit has passed and abstracts cannot be added after this date (deadline set by sponsor). CES does not have the ability to edit abstracts (e.g. correct misspelled words, add authors, etc.)
- A user name and password will be created for all reviewers to allow access to the database for purposes of reviewing abstracts (sponsor to provide this information); reviewers will only be able to review abstracts in their specific subject area and will not have access to all abstracts
- The database will provide an on-line scoring system for reviewers to rate each submission. Reviewers can not view abstracts or set scores until after the submission deadline has passed
- A master list will be available to reviewers and sponsor to view final scores
- Sponsor is responsible for setting final acceptance for each abstract (poster, oral, rejected, etc.)
- Sponsor is responsible for notifying authors of acceptance or denial of their submission (blanket e-mail messages can be sent via the abstract system)
- Sponsor is responsible for creating and printing book of abstracts and program

PACKAGE 4
- $35.00/person or $3,500.00, whichever is higher (based on total number of registrants)

Includes the following:
- Sponsor to provide questions/fields that are to be completed by author. Based on this information, CES will create a template that can be downloaded for authors to complete and upload to the CES web server. Pictures and graphics can be included in the submission
- Abstracts will be stored on the CES web server and accessed through the conference web site
- Authors must create an account using a valid e-mail address. The system allows only one abstract submission per author e-mail address
- Authors can select one keyword or subject area in the form of a drop down menu; sponsor to provide this information
- Authors may access their abstract for editing purposes through a password system (see number 3). Access to abstracts for editing is not possible once the deadline to submit has passed and abstracts cannot be added after this date (deadline set by sponsor). CES does not have the ability to edit abstracts (e.g.correct mis spelled words, add authors, etc.)
- A user name and password will be created for all reviewers to allow access to the database for purposes of reviewing abstracts (sponsor to provide this information). Reviewers will only be able to download abstracts in their specific subject area and will not have access to all abstracts
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- Sponsor is responsible for setting final acceptance for each abstract (poster, oral, rejected, etc.)
- Sponsor is responsible for notifying authors of acceptance or denial of their submission (blanket e-mail messages can be sent via the abstract system)
- Sponsor is responsible for creating and printing book of abstracts and program

NOTE: Services other than those specifically listed are not included in any of the packages but may be provided at an additional charge. Please inquire about any services that are not listed but may be required for your program.