

Conference and Scheduling Services

Conference and Scheduling Services at SIU Carbondale provides an array of professional services in support of our partnering organizations and learners of all ages through the arrangement of meetings, workshops, conferences, camps and experiential learning opportunities on our campus and across our service region. Conference and Scheduling Services also coordinates the scheduling of meetings and events at the SIU Student Center.

Conference Services Support Roles for Partnering Organizations

- Develop marketing and informational materials
- Design T-shirts/participant certificates/awards
- Advertise the event using internet and print media
- Obtain current mailing lists for recruitment of participants
- Establish conference goals, objectives and event time lines with host
- Recruit vendors for events to generate revenue
- Recruit speakers, lecturers, trainers or facilitators
- Arrange travel and lodging needs for speakers and participants
- Negotiate and write contracts
- Coordinate meals, snacks, break-outs and receptions
- Serve as a liaison with sponsors, speakers and participants
- Arrange exhibits, displays and poster session activities
- Arrange shuttles/transportation/airline/train or other travel needs
- Produce and set-up event signage
- Provide online and on-site event registration for participants
- Plan tours or field trips
- Coordinated press releases/notify media

Overview of Conference Service Offerings

- Conference Planning & Hosting at any Location
- Seminar Planning & Support
- Workshop Planning & Support
- Camp Planning & Support
- Experiential Learning
- Post-conference Evaluations
- Financial Budgets for Events
- Final Income and Expense Statement Reconciliation

Scheduling Services

Scheduling Services provides event logistics for meetings, weddings and all events in between. We provide customized services include staging, sound, lighting and more. Our list of preferred caterers can meet all your needs for food and beverage service. The Student Center also offers various dining options, Bowling & Billiards, Craft Shop, and University Bookstore to provide a great experience for any event.

To reserve space or for more information please visit our website at studentcenter.siu.edu/scheduling.

Continuing Education and Professional Development

- Professional Development for Teachers
- Continuing Education Units
- Non Credit Classes
- Community Listener Program

Conference and Scheduling Services

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