

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.

Primary Conference Service Offerings

Our conference coordinators organize more than 200 conferences, programs and camps each year to residents of the region and continue the University's commitment to lifelong learning. Programs include research symposiums, association meetings, conferences, summer camps and more.

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.

Conference Services Support Roles for Partnering Organizations

- Develop marketing and promotional pieces for any event.
- Develop brochures and informational pieces for any event.
- Design T-shirts/participant certificates/awards for any event.
- Advertise the event using internet and print media outlets.
- Obtain current mailing lists for recruitment of participants to events.
- Establish conference goals, objectives and event timelines with host.
- Recruit vendors for events to generate revenue (per request of host).
- Recruit speakers, lecturers, trainers or facilitators for any event.
- Arrange travel and lodging needs for speakers and participants.
- Negotiate and write contracts; review legal and ethical considerations.
- Coordinate meals, banquets, snacks, break-outs and receptions.
- Serve as a liaison with sponsors, speakers or participants.
- Arrange exhibits, displays and poster session activities.
- Arrange shuttles/transportation/airline/train or other travel needs.
- Produce and set-up signage promoting the event and informing guests.
- Provide on-site event registration for participants at any location.
- Plan tours or field trips.
- Notify and inform media/produce and publish press releases.

Conference and Scheduling Services

Mail Code 6705, 1255 Lincoln Drive
Carbondale, IL 62901

Scheduling: 618/536-6633 or studentcenterscheduling@siu.edu
Conferences: 618/536-7751 or conferenceservices@siu.edu