

EVENTS AND OUTREACH

Events and Outreach 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. Events and Outreach also serves the institution by facilitating select large-scale events on behalf of SIU and the Office of the Chancellor.

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

University Events

Events and Outreach serves the institution by providing guidance and leadership in the areas of event planning; recognition of our students, faculty, and alumni; protocol methodologies; commencement and convocation exercises and select large-scale events. The office is charged with carrying out the traditions inherent to Southern Illinois University.

Continuing Education and Professional Development

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

Events and Outreach

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SOUTHERN ILLINOIS UNIVERSITY

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