

Office of Conference & Event Services

Request for Conference Services

Event Title:	
Date:	

University of North Dakota
Office of Conference & Event Services
 221 Centennial Drive STOP 9021; Grand Forks, ND 58202-9021
 E-mail: und.conferences@und.edu

a. Event contact person:
b. Contact Phone:
c. Contact Email:
d. Time(s) of event:
e. Location of event:
f. Is the event in-person, virtual or hybrid?
g. Please tell us a little bit about your event.
h. Registration Fields: Please select the services you require: Budget Development & Financial Services Presenter Arrangements Continuing Education Credits Facility, AV & Food Arrangements Conference Website Mobile App

Marketing – Client provides the appropriate target market contact information

Attendee Handouts

Registration Site

On-Site Registration & Management

Post Event Analysis & Evaluation