

# Meeting Planning

Summer 2010

University Housing Conference Services (Conference Services) staff assist in planning your campus residence hall accommodations, meals, catered events and other support services. Thoughtful planning and following recommended timelines help ensure that services will meet your budget and expectations.

## Conference Services Planning Calendar

**One to three years in advance:** Tentative booking based on estimated room block.

**One year in advance:** Room and board rates available and contract overview discussed.

**May-February:** Room and board contracts complete, including catered events with Conference Services; campus parking permits and meeting rooms secured.

**March-April:** Finalize meal times, meeting space and audio and visual equipment, reserve computer labs; finalize catered events and check-in/check-out details, plan security and key arrangements with Conference Services; correspond with Rec Sports and other campus resources for necessary services.

**30 days in advance of program/conference start:** Close registration, send participant information and room assignments to Conference Services; send final program itinerary and any final payment information. Final attendance estimate due.

**3 days in advance of check-in and catered events:** Guaranteed counts due—see contract for further details.

**30 days after departure:** All payments due unless paid in advance of program.

## Campus Resources

### University Housing Conference Services

(608) 262-5576

[conferenceservices@housing.wisc.edu](mailto:conferenceservices@housing.wisc.edu)

[www.housing.wisc.edu/summer\\_conferences](http://www.housing.wisc.edu/summer_conferences)

### Visitor & Information Programs

(608) 263-2400

[askbucky@uwmad.wisc.edu](mailto:askbucky@uwmad.wisc.edu)

[www.visit.wisc.edu](http://www.visit.wisc.edu)

(608) 265-3277

### Wisconsin Union Central Reservations

(608) 262-2511

[centralreso@union.wisc.edu](mailto:centralreso@union.wisc.edu)

[www.union.wisc.edu/meetings](http://www.union.wisc.edu/meetings)

### Recreational Sports

(Gyms, pools, outdoor field space)

[www.recsports.wisc.edu](http://www.recsports.wisc.edu)

### Transportation Services

(Parking)

[www2.fpm.wisc.edu/trans](http://www2.fpm.wisc.edu/trans)

McBurney Resource Center

