



We're Here For You,
Plans A to Z!

Creative Solutions for
Real World Event Problems

It's Registready

Whether you are holding an educational symposium, a seminar, a conference or special event, in person or virtually, the most important thing is that it is well attended. Iowa State University Extension and Outreach Registration Services can help with that! We will also keep you compliant on University policy. Our experienced staff offers full service professional registration services to fit the needs of your event and to make the process seamless for both you and your event attendees.

Registration Services Packages

REGISTRATION DATA AND REVENUE PROCESSING

- Process online, fax and mail registration
- Cash, CC, Check & ISU intramural transfers accepted
- Payment adjustments and refunds
- Post event account reconciliation
- Real-time access to your registration information
- Unique registration link for each event
- Email communication to attendees regarding registration and payment questions

**10% of the revenue collected for your event*

REGISTRATION FULL SERVICE

FOR YOUR HYBRID OR IN-PERSON EVENTS

- Nametags
 - Online evaluation form creation tabulation and compilation
 - Completion certificates
 - Onsite registration assistance at conference (additional fees may apply)
- * \$15 Per Person plus ISU Admin and Credit Card Fees)*

ADDITIONAL SERVICES

- Event microsites
- Event planners portal

We realize that each event is unique. From event registrations for 5 to 15,000, our wide range of services and flexibility allow you to create the registration experience that is specific to your event attendees. Contact us to develop an innovative approach to make your event a success!



515.232.4032

IOWA STATE UNIVERSITY.
Extension and Outreach
Conference Planning and Management

515.294.1775

IOWA STATE UNIVERSITY.
Extension and Outreach
Registration Services

515.294.6222