



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

**Creative Solutions for  
Real World Event Problems**

**Virtually Possible**

We'll help you host your big event in a big way (slippers optional)! From best practices on delivery methods to brainstorming ways to engage your attendees, we will partner with you to create opportunities to reach your audiences. Our team can help you coordinate all the various details that go into making an event (virtual or in person) the experience you want!

**Virtual Services Packages**

**CARDINAL**  
*Up to 2 hours*  
BASE PRICE OF \$550  
*(ISU Savings of 25%)*

**GOLD**  
*Up to 4 hours*  
BASE PRICE OF \$825  
*(ISU Savings of 25%)*

**REGISTRATION DATA AND  
REVENUE PROCESSING**

10% of collected revenue

Additional per attendee pricing

up to 150	\$6.00	
151-299	\$5.60	10% discount
300-499	\$4.80	20% discount
500+	\$4.20	30% discount

Additional per attendee pricing

up to 150	\$7.50	
151-299	\$6.75	10% discount
300-499	\$6.00	20% discount
500+	\$5.25	30% discount

- Consultation on your virtual event needs
- Record virtual event and make available post event
- Speaker coaching sessions
- Audience engagement tools
- Rehearsal in advance of live event
- Attendance tracking
- Active coordination during live event
- Dedicated help desk during attendee log in

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- Active coordination during live event
- Dedicated help desk during attendee log in
- Dedicated help desk during entire event
- Actively monitor attendee attentiveness
- Pre-record presentations
- Sponsor package consult and fulfillment

- Manage online, fax and mail registration
- On-demand access to your registration list
- Unique registration link for each event
- Cash, Credit Card, Check and ISU intramural transfers accepted
- Payment adjustments and refunds
- Email communication to attendees regarding registration and payment questions

• Additional Options:

Website Fee: \$500

Material Prep: hourly rate

*Additional services such as closed captioning, graphic design and videography & editing are not included in the coordination pricing.*

Whether you are looking for ways to incorporate the full conference experience with all the elements or wishing to expand your reach, we can help! Sponsorships, exhibitors and breakouts can all have a place in the virtual format. Contact us to develop an innovative approach to moving forward!



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