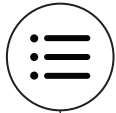


# REGISTRATION SERVICES

University Center & Special Events Conference Services offers a meeting and conference planning package to assist with making your conference a success.

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## Main Features

- Provide registration processing to include data entry
- Regular fee processing
- Financial Reconciliation
- Confirmation letter, receipt and invoice
- Create Attendee roster
- Attendee name badges
- On-site registration management
- Assistance with scheduling and coordinating parking & transportation accommodations for conferences and events in UCEN facilities upon request
- Billing of conference expenses for Texas A&M accounts
  - Bills must be for the named conference, no other billing will be processed



## Contact

• 979-845-8901



University Center  
& Special Events  
DIVISION OF STUDENT AFFAIRS