

Conference Services

When using Extension Conference Services for your registration or event coordination needs, rest assured that you are in good hands. Conference Services will create and manage your online registration, receive and deposit registration fees, process invoice (Conference Services does not handle invoicing to international registrants. Wire Transfer and credit card payments are accepted.) and refund requests, send registration confirmations and receipts, provide to you online access to the registration roster, and submit Cost Recovery and management reports to Extension Administration.

If Conference Services make arrangements for your event, Conference Services will review invoices and send to Client for payment processing. All purchase order encumbrances and invoice payments are the responsibility of the Client. **All registration fees, whether collected by Conference Services or by the Client, must be processed for deposit by Conference Services.**

Standard Fees

- Setup Fee - \$25
- Process phone, fax, email or mail registrations - \$1 per registrant
- First Class Postage
To send registration confirmation & receipt when no email address or fax number is provided.
- Mileage
\$.40 per mile when Conference Services' vehicle is used to perform services on your behalf.

A la Carte Services

- Name Tags or Name Tag Ribbons - \$1.50 each
- Name Tents - \$.75 each
- Coordinate food/beverage & event space - \$3 per registrant
- Onsite staffing - \$15 per hour
Staffing for out of town events will incur expenses & travel time.
- Full Service Registration & Event Coordination - \$10 per registrant

Extension Administrative Fees

- Fee Based Program Charges
Trainings/Workshops/Conferences: 10% of registration fee or \$10 per registrant, whichever is higher.
Online Courses: 15% of course fee
- 5% Administrative Fee
Assessed on sponsorships/donations, exhibitor & employee registration fees, and when a refund is issued.
- 2.5% Credit Card Fee
Assessed when payment is made by Visa, MasterCard or Discover.

**For more information, please contact Valerie Weber (vlweber@ag.tamu.edu)
or visit <https://agriliferegister.tamu.edu>**

Please keep in mind, a minimum of 5 business days' notice is required for registration to be online.