

## Conference Planning Worksheet

Please contact the University Scheduling Office to look at possible dates before continuing.

### Basic Event Information:

Conference Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Expected attendees: \_\_\_\_\_

Expected housing: \_\_\_\_\_

Housing location: \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

### Hotels & Housing

Will you require on-campus housing?    Yes    No

If so - # of guests: \_\_\_\_\_

Off-campus housing?    Yes    No

If so - # of guests: \_\_\_\_\_

Hotel chosen: \_\_\_\_\_

If no hotel has been chosen yet, do you need assistance with this?    Yes    No

Please briefly describe what you have in mind (price, location, level of service, etc.):

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#### Hotel Options:

Biltmore Hotel

Price: starting at \$169

Distance: 0.88 miles

Phone: 401-421-0700

Website: [www.providencebiltmore.com](http://www.providencebiltmore.com)

Courtyard by Marriott

Price: starting at \$169

Distance: 0.88 miles

Phone: 401-272-1191

Website: <http://www.marriott.com/hotels/travel/pvddt-courtyard-providence-downtown/>

Marriott-Providence

Price: starting at \$149

Distance: 1.35 miles

Phone: 401-272-2400

Website: <http://www.marriott.com/hotels/travel/pvdri-providence-marriott-downtown/>

Radisson Hotel on the Harbor

Price: starting at \$129

Distance: 1.04 miles

Phone: 401-272-5577

Website: <http://www.radisson.com/providenceri>

Saunder's Inn at Brown  
Price: flat rate of \$120; only 24 rooms  
Distance: On Campus  
Phone: 401-863-7500  
Website: [http://www.brown.edu/Facilities/Saunders\\_Inn/](http://www.brown.edu/Facilities/Saunders_Inn/)

The Westin  
Price: starting at \$175  
Distance: 1.13 miles  
Phone: 401-598-8000  
Website: [www.westin.com/Providence](http://www.westin.com/Providence)

Contract signed? (circle one) Yes No  
Reservation method (check one):  
 guests will call hotel directly  
 Group will provide hotel a list of guests with name and arrival / departure dates  
Payment method (check one):  
 guests will pay hotel directly  
 Group will pay hotel directly using a Purchase Order

### Registration

Will you need registration and/or payment services? Yes No  
If so, please briefly describe what you have in mind:

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Brown University Conference and Scheduling Services is now pleased to offer online registration and payment for conferences and events occurring on the Brown University campus. This service is available for departments and outside groups who need to collect payment for on-campus events. There are two basic options, depending on whether or not you are creating your own conference website or not.

#### Option #1: UStore Site

The UStore site is for departments that do not have a registration website in place for their event, or who do not have an in-house programmer to build one. This website is not for conference abstracts or general conference information, but rather for registration and payment only. Conference Services can customize a website based on the needs of your conference. For example,

- Conference Registration Fees: including "sliding scale" fees based on registrant type or "early bird"
- Meals: from as simple as "will/will not attend" to menu choices/ordering and paying
- After-hours activities/side trips/excursions
- Conference materials: both pre- and post-conference; DVDs, manuals, training guides, option to offer electronic downloads of these items

#### Option #2: UPay Site

This option is for departments and groups who have their own conference website where data will be collected and all that is required is a UPay site through which to process the credit cards and payments. This arrangement is not limited to registration fees – items listed above under UStore may be offered on the department site with payment through UPay. The drawback to this option is that the department will require programming services to create the website and connect to UPay. Extensive testing by both Financial Services and CIS is required prior to approval to go live.

### Transportation

The Brown University Shuttle Services costs \$50 per hour, with a 3 hour minimum.

Is shuttle service needed between the hotel(s) and campus? Yes No

Please list dates/times shuttle service is needed:

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**Special Events**

Will you have any special events (receptions, dinners)? Yes No

If so, do you need assistance choosing and/or ordering those items? Yes No

Please briefly describe what you have in mind:

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Examples:

- Clam bake on beach shore
- Chartered boat ride to Newport, RI
- Gala at the Federal Reserve Building in downtown Providence
- Team building events: Regatta sailboat race in Newport, RI; round-robin golf tournament in Newport, Jamestown, or Carnegie Abbey, RI; wine tasting at Sakonnet Vineyards
- Dine-a-rounds in elegant restaurants in Providence and Newport, RI.
- Welcoming/Culminating Reception Dinner

**Optional Tours:**

Will you be organizing any tours (on-site or off-site)? Yes No

If so, do you need assistance researching and/or organizing this? Yes No

Please briefly describe what you have in mind:

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Examples:

Newport Mansions Tour – A day trip to Newport, RI including a guided tour of the International Tennis Hall of Fame, brunch at La Forge Casino Restaurant, and a tour of The Breakers Mansion all for the cost of \$60.50 per person.

Bristol Vineyard Tour – Spend the day browsing shops in historic Bristol, RI, basking in the sun while enjoying a serene picnic overlooking the vineyards, and touring the Sakonnet Vineyards in Little Compton, RI for the small cost of \$35.50.

Providence Walking Tours – Take a half day stroll around Providence for a walking tour of historic Benefit Street and the John Brown House museum with a professional tour guide from the Rhode Island Historical Society following a gracious continental breakfast for the cost of \$20 per person.

Mystic, Connecticut – For \$50 a person, enjoy the afternoon visiting Mystic Seaport, a maritime history museum and village, or Mystic Aquarium, the region’s premier aquarium. Fee includes all necessary transportation, a box lunch, and admission to one of the tour venues.

**Miscellaneous**

Will you need access to computers? Yes No

If so, how many will you be needing? \_\_\_\_\_

What Programs would you be needing?

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Will you need to print? Yes No

If so, approximate the quantity and briefly describe what you have in mind:

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Will you be giving away any conference bags or freebies? Yes No

If so, do you need assistance choosing and/or ordering those items? Yes No

Please briefly describe what you have in mind:

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Will you need pre-printed posters or agendas before your arrival?      Yes      No  
 If so, please briefly describe what you have in mind:

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Will you need printed programs, abstracts, sponsor lists, etc. for your conference?      Yes      No  
 If so, please briefly describe what you have in mind:

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**Setup / Media / Catering/ Space needs**

Facilities: Tables, chairs, room set up, custodial clean up, equipment rental (such as tents), microphones, skirting, screening and audio/visual components can be ordered from Events Support.

Website: [http://www.brown.edu/Facilities/Facilities\\_Management/events\\_support\\_ser.php](http://www.brown.edu/Facilities/Facilities_Management/events_support_ser.php)

Audio-Visual Equipment: LCD/data projectors, DVD players, VCRs, video monitors, overhead projectors, slide projectors, 16mm projectors, audio systems (both portable and installed), audio recorders, audio transcribers, microphones, digital cameras.

Website: <http://dl.lib.brown.edu/mso/>

Catering: Whether it is a black tie affair, a simple luncheon, productive business meeting or fun filled BBQ, Brown University's catering Staff takes pride in providing superior food and service to meet your individual needs. Check out their website below to see a full menu for breakfast, lunch, dinner, BBQ, breaks, hors D'oeuvres, beverages and drinks, pastries, platters, and sandwiches.

Website: [http://www.brown.edu/Student\\_Services/Food\\_Services/catering/](http://www.brown.edu/Student_Services/Food_Services/catering/)

Space: Our campus includes a variety of spaces from banquet halls to classrooms and auditoriums that can hold a small conference of 10 to a large event of 600. In planning your event with us, make sure to think about the needs of the space you will need for your guests. At Brown, we make a distinction between a classroom (with tablets or tables with every seat), lecture space (tablets), and an auditorium (no desks or tablets). Also, keep in mind what kind of seating you will need, whether that is tiered or movable, and whether or not you will be needing breakout spaces for your event.

Please use the preceding information to fill out the following tables where appropriate:

**General Session**

Date	Time	Room Setup (classroom, auditorium, etc.)	# of people	A/V Needs	Meal Type (Continental/break)

**Breakout Rooms**

Date	Time	Room Setup (classroom, auditorium, etc.)	# of people	A/V Needs	Meal Type (Continental/Break)


**Exhibit Space**

Date	Time	Room Setup (# tables, pipe & drape, etc.)	# of people	A/V Needs	Electricity & Internet needs

**Banquet Space**

Date	Time	Meal Type (breakfast, lunch, etc.)	# of people	Alcohol Yes/No	Speaker(s) Yes/No	A/V Needs

The following is an example of what a four day conference might look like:

**Day 1**

12:00pm Arrival  
 5:00-6:40pm Welcoming Reception Dinner

**Day 2**

8:00-9:00am Registration and Breakfast  
 9:00-10:00am Plenary sessions and Workshops  
 10:00am Coffee break  
 10:00-12:00pm Plenary sessions and Workshops  
 12:00-1:00pm Catered Lunch  
 1:00-3:00pm Plenary sessions and Workshops  
 3:00pm Coffee Break  
 3:30-5:00pm Plenary sessions and Workshops

**Day 3**

8:00-9:00am Registration and Breakfast  
 9:00-10:00am Plenary sessions and Workshops  
 10:00am Coffee break  
 10:00-12:00pm Plenary sessions and Workshops  
 12:00-5:00pm Lunch and Off-site Tour

**Day 4**

8:00-9:00am Registration and Breakfast  
 9:00-10:00am Plenary sessions and Workshops

10:00am	Coffee break
10:00-12:00pm	Plenary sessions and Workshops
12:00-1:00pm	Catered Lunch
1:00-3:00pm	Plenary sessions and Workshops
3:00pm	Coffee Break
3:30-5:00pm	Plenary sessions and Workshops
6:30-8:30pm	Culminating Reception Dinner