

Special Services

We are not like everyone else

Our varied and unique experiences in planning and managing national conferences benefit you. Whether you are facing special reporting requirements for a government-funded conference or need to offer CEUs (continuing education units) or other credits for a professional group, we have the expertise and resources to deliver what you need.

Here are some of the special services we offer:

- **Proposal presentation:** Need help making that big pitch to your board or boss for your conference plan? We can help research and design (and even provide the technology!) to make a dynamic presentation.
- **Budgeting and reporting:** Whether it is budget reports, demographics, progress reports, or any other information you plan to collect, we will help you design and format forms and summaries.
- **Mailing lists:** Whether you are updating previous conferees or building a contact list for your next conference, our staff can assist with data entry and database development for generating mail and e-mail lists.
- **ADA and diversity compliance:** Are you in compliance? Our experienced staff can consult with you on meeting these regulations, including multiple cultures and languages and a variety of physical challenges.
- **Certification:** We can help you structure your conference so interested participants receive CEUs or other credits.