



## CONFERENCE SERVICES AT-A-GLANCE

- Personal service at ANY location. We can assist you with conference details on campus, around the state and across the nation.
- Logistical planning
- Registration
- Financial management
- Marketing
- Continuing Education Units (CEUs)

**You choose the level of services you need and we will custom tailor a service package for your event.**

*Wisconsin Rural Partners board and staff sincerely appreciate the exceptional job UW-La Crosse's Continuing Education did for our recent 12-state conference held in Madison, Wis. They were the glue that held the event together. From early stage planning to on-site management their office was able to quickly adjust and keep things on track, which is also an understatement.*

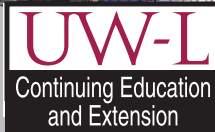
*Rick Rolfsmeyer, Executive Director, Wisconsin Rural Partners*

*The Wisconsin School Psychologists Association has been working with UW-La Crosse Continuing Education for several years with good results each time. By using their services we have saved our members a great deal of time and effort while maintaining good quality conventions. We have enjoyed the personal touch provided by the staff resulting in a good relationship and open communication.*

*Linda Servais, Convention Planning Chair,  
Wisconsin School Psychologists Association*

*Proven track record working with groups of 50-3,000 participants from the following types of organizations:*

- Professional associations and societies
- Educational organizations
- Government agencies
- Religious organizations
- Youth leadership organizations



When it's time to start planning your next event, make one call, sign one contract. Our conference staff will make your event successful.

For more information, contact:  
Continuing Education/Extension  
Conference Services - Jessica Hemenway  
1725 State Street  
205 Morris Hall  
La Crosse, WI 54601  
608.785.6538 | 1.866.895.9233  
Fax 608.785.6547  
[hemenway.jess@uwlax.edu](mailto:hemenway.jess@uwlax.edu)

UNIVERSITY of WISCONSIN  
**LA CROSSE**



**CONTINUING EDUCATION AND EXTENSION**

**CONFERENCE SERVICES**

[www.uwlax.edu/conted](http://www.uwlax.edu/conted)



## UW-LA CROSSE CAMPUS

Our warm and friendly campus is situated between towering bluffs and the mighty Mississippi River. The natural beauty of the 7 Rivers Region on the Upper Mississippi is one of the most scenic areas in the county.

- Year-round meeting space
- Seating for up to 3,000
- Center for the Arts has a theatre and recital hall
- Recreation Eagle Center has a running track, basketball courts, dance studio, racquetball courts, weight room and tennis courts.
- Summer housing for up to 2,000 (500 more beds available with the completion of the new residence hall, summer 2012.)
- Variety of food choices from brown bag lunches to formal banquets.
- State-of-the-art audio/visual equipment and technical support services
- Teleconferencing and videoconferencing capabilities.

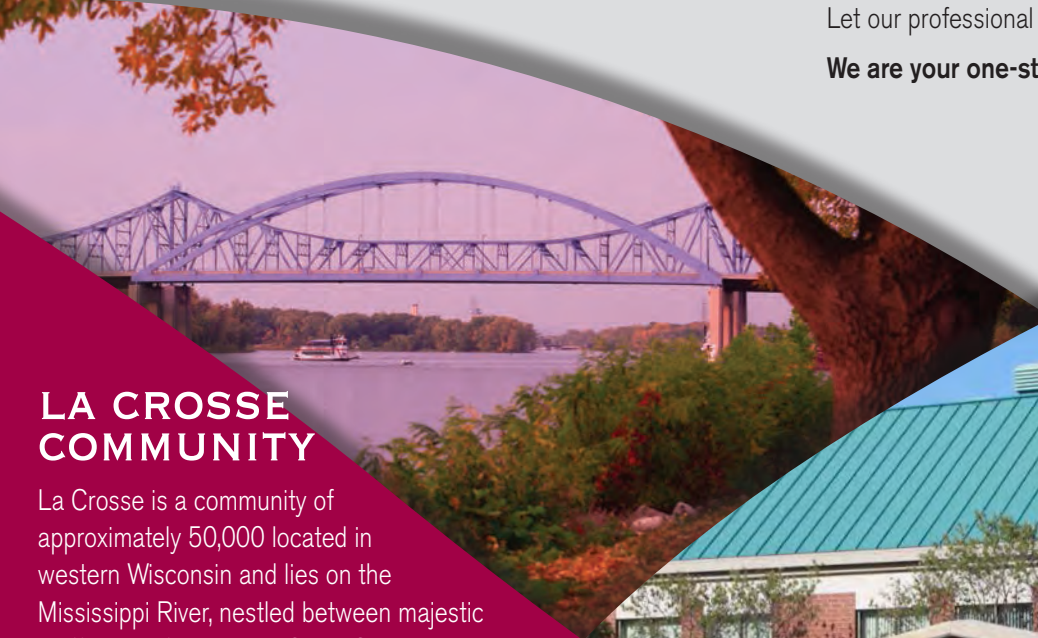
## SERVICES

*Our partnership is based on the services you need and want. The services we provide are tailored to your individual event. We continually expand our services to meet the needs of our client. Our services include:*

- Logistical planning – research, negotiate and book meeting space and guest rooms
- Financial management – creating a budget, depositing monies, creating reports
- Marketing – print mailings, e-mail blasts, web design and hosting
- Registrations – online, over the phone and via fax
- Assist with speaker contracts and issue payments
- Catering – handle contracts and negotiate menus to fit the budget
- On-site registration and conference support
- Prepare name badges and conference folders
- Issuing Continuing Education Units (CEUs)

A successful conference means pulling together details so that an event flows seamlessly from inception, to post-conference evaluation, to the closing of financial accounts. Let our professional staff handle those details.

**We are your one-stop.**



## LA CROSSE COMMUNITY

La Crosse is a community of approximately 50,000 located in western Wisconsin and lies on the Mississippi River, nestled between majestic bluffs. It is often called "God's Country" due to its picturesque beauty. Scenic bluffs, coulees, woods and streams surround the city making it a favorite stop for boaters and campers in the spring, summer and fall as well as skiers and snowmobilers in the winter. La Crosse is a river town, with all the charm and romance of the steamboat era.

For additional information on the La Crosse area including restaurants and attractions, go to [www.explorelacrosse.com](http://www.explorelacrosse.com).

