

## CONFERENCE SUPPORT

**CTC staff has experience providing comprehensive conference support services for public hearings, small meetings, and large national conferences throughout the U.S. Some of our services include:**

### *Pre-conference Planning*

- Hotel Selection and Logistics Preparation
- Invitation Packets
- Website Development and Electronic Registration
- Facilitator Services
- Agendas, Handouts, and Presentation Assistance
- Reproduction and Mailings
- Vendor Arrangements and Shipping

### *On-site Support*

- Conference Set-up
- Recording/Transcribing Sessions
- Conference Coordinating of Agenda Activities

### *Post-conference Services*

- Transcription/Summary of Proceedings
- Conducting Conference Evaluations and Cost Analysis
- Preparing/Distributing Follow-up Materials