Registration Services
Since opening its doors in 1970, the Thompson Conference Center (TCC) has been providing meeting planners with an efficient, practical, and cost-effective system of registration which has served hundreds of thousands of participants attending conferences, seminars, workshops, and meetings. Having a registration procedure that is hassle-free for participants and being able to track registrants are vital to your program’s success. TCC’s streamlined registration services can be used by organizations and individuals sponsoring educational, not-for-profit programs. These services include registration information, receiving program enrollments by phone, fax, mail, e-mail, or secure web server; maintaining detailed rosters of participants and certificates issued; and providing on-site as well as off-site registration services to participants. Discover an easy and affordable way to register participants at your next conference or meeting by exploring the two Registration Packages and Optional Services listed.

Step 1: Set the dates, time, location and registration options you will require
• Date, time, and place of registration.
• Course or conference fee.
• Registration deadlines for early bird discounts, late fees, etc..

Step 2: Begin planning your event and registration process months in advance
For assistance or to make arrangements for registration services, contact the experienced Thompson Conference Center Business Office staff at (512) 471-2934.

Note: We strongly encourage event planners to arrange for registration services when first scheduling a program. Our complete registration services are most effective when requested at least 90 days prior to the start of the program. Program registrations occurring outside of the Thompson Conference Center facilities require advance approval.

Step 3: Select a package that meets your program budget and needs
Explore the two Registration Packages listed on the reverse side.

Step 4: Decide which optional services you need
Explore the different optional services listed on the reverse side.
**BASIC PACKAGE**

$17.00 per person

Includes:
- Provide Basic Registration Form (Printed or on secure web server, up to 3 options)
- Registration processing and data entry
- Fee processing and financial reconciliation
- On-site registration management (1 hour included, additional hours billed)
- Confirmation/Invoice Mailing
- Reports to include: Registration Roster and Financial Summary
- White nametag with plastic clip holder

**EXPANDED PACKAGE**

$22.00 per person

Includes:
- Design of custom registration form with Web site capabilities (up to 6 options)
- Registration processing and data entry
- Fee processing and financial reconciliation
- On-site registration management (1 hour included, additional hours billed)
- Confirmation/Invoice Mailing
- Reports to include: Registration Roster by Options and Financial Summary
- UT logo nametag in plastic clip holder or hanging holder
- Enrollment Statistics

**OPTIONAL SERVICES**

Optional registration services are available for additional fees and include:
- Individual Sessions/Workshop tracking
- Registration mailing to client’s mail list (postage billed at actual cost)
- Table tent cards
- Certificates with or without approved CEU’s (Continuing Education Units)