



NATIONAL CENTER for
YOUTH ISSUES

6101 Preservation Drive • Chattanooga, TN 37416 • www.ncyi.org

CONFERENCE MANAGEMENT SERVICES

Your time is important.

Let NCYI bring it all together for you.

NCYI can help your association/group plan, manage and host your conference(s). Whether big or small, we have the resources and expertise to make it happen...both economically and efficiently. You can trust us to meet your needs and provide a successful event.



NCYI can assist you in these areas

MARKETING AND PROMOTION

- Website Development • Printed Brochure • E-mail Marketing

PARTICIPANT REGISTRATION

- Internet • Mail / Fax / Phone / E-mail

EXHIBITOR IDENTIFICATION/REGISTRATION/MANAGEMENT

HOTEL/CONFERENCE CENTER RELATIONS

SPEAKER IDENTIFICATION, SOLICITATION AND MANAGEMENT

PARTICIPANT INCIDENTALS

- Totebag • Program Manual • On-site Conference App • Name Badges
- Certificates of Attendance/Completion

CONTINUING EDUCATION CREDIT COORDINATION

BUDGET DEVELOPMENT AND MANAGEMENT

SPONSORSHIP/DONOR IDENTIFICATION AND DEVELOPMENT

For more information or to set up a consultation,
please contact: **Robert Rabon** @ **423-309-4300** or rrabon@ncyi.org