

## Meeting Services

- ✓ Personal Conference Planner to assist with the planning of all aspects of your conference.
- ✓ Conference Concierge located in the lobby of Loudermilk Hall West to assist conference guests and planners with meeting support, recreational arrangements, communications etc.
- ✓ Conference Floor Manager and staff to welcome and orient your instructor and offer hands-on assistance throughout the day.
- ✓ On site Audiovisual Technician to assist your staff in maximizing the superior technology available at The Rizzo Center.
- ✓ Business Centers located in both Loudermilk and McLean Halls to provide you with all the tools you need to efficiently operate your “office away from the office”.

## Meeting Packages

At the Rizzo Conference Center, we are truly excited about the opportunity of hosting your event. We feel conferences are an investment in your business and your people. The Complete Meeting Package (CMP) and Day Meeting Package (DMP) have been designed to ensure that everything you need to run a successful meeting is included in one complete and convenient package.

The Rizzo Center has been certified by the International Association of Conference Centers as having met its strict guidelines for a true conference center. We have the knowledge and experience that allow you to focus on your meeting’s agenda knowing that your attendees are in our capable hands.

We are certain the benefits of the facility design, classroom amenities and the meeting package will ensure focus is on the learning process versus the logistics and budgeting concerns that often accompany planning a meeting. Let us do the planning for your successful event!

### CMP - Complete Meeting Package

**Our CMP includes the following at a single package price per person, for every 24 hours you are at the Rizzo Conference Center beginning with your guests’ arrival & check-in continuing through the end of the meeting the following day.**

- ✓ Comfortable, well-appointed guestrooms designed with the executive in mind.
- ✓ Conference space including general session and breakout rooms based on group size.
- ✓ Conferee dining with elaborate buffet selections for breakfast, lunch and dinner. Full beverage service also available.
- ✓ Continuous break service including snacks and beverages.
- ✓ Advanced Audio Visual presentation equipment.
- ✓ Conference concierge available to assist with meeting support services.
- ✓ Business Center with self-serve complimentary fax and copy services.
- ✓ Classroom amenities – bottled water, pads, pencil, candy and meeting supply kits.
- ✓ Service gratuities.
- ✓ On-site recreation and fitness facilities.
- ✓ Personal conference consultant.

### DMP - Day Meeting Package

**Our DMP offers the convenience of packaging conference services with selected meals, and is designed for guests that do not require overnight lodging. The package price would be applicable for each scheduled meeting day on a per person basis.**

- ✓ Conference space includes general session and breakout rooms based on group size.
- ✓ Conferee dining with elaborate buffet selections for breakfast, lunch or dinner. Full beverage service also available.
- ✓ Continuous break service including snacks and beverages.
- ✓ Advanced Audio Visual presentation equipment.
- ✓ Conference concierge available to assist with meeting support services.
- ✓ Business Center with self-serve complimentary fax and copy services.
- ✓ Classroom amenities – bottled water, pads, pencils, candy and meeting supply kits.
- ✓ Service gratuities.
- ✓ Personal conference consultant.