

# Office of Professional Development

A Full Service Conference Management Team



*Let us help make your next event more successful.*



## Let us help...

Whether your event is a conference, workshop, meeting, or symposium with a local or international audience, whether it is held on campus or at any remote location, we are your perfect partner to get the job done. You need to look no further than the **Office of Professional Development (OPD)** at NC State University.

Let us assist you with planning, marketing, logistics, financial management, and overall program execution. As a member of the NC State University family, we are uniquely positioned to provide access to the vast intellectual and technical resources of this university, as well as those of other educational institutions, professional groups, and consulting firms.

More than anything, we want to hear from you...to meet with you and discuss the possibilities of working together. Take the first step by contacting, **Dan Gerger**, Director, Continuing and Professional Education, NC State University at **919.515.8179** or **dgerger@ncsu.edu**.





**Event services include but are not limited to:**

- Event logistics (audio visual, food and beverage, equipment needs, event timelines, etc.)
- Registration management (online services, badges, on-site assistance, etc.)
- Abstract/Call for Papers management
- Exhibitor management
- Full-service marketing
- Event website design/hosting
- Financial management
- Speaker/instructor coordination
- On-site management
- Venue sourcing and site inspections
- Contract negotiation
- Management of printed materials (program, agenda, handouts, etc.)
- Transportation coordination
- Evaluations
- And more

**Here's how our services will make your event successful:**

- A la carte services – you can pick and choose only those you need. Your fees are based only on services you select!
- Flexible online registration design that matches your program's needs
- Financial management that keeps you in control
- Ability to pay invoices against revenue, allowing you to receive one final statement and any residual revenue
- Integrated marketing services that cost less and get results - boost program enrollments with over 150,000 targetable contacts in our database that is available to you
- Administration of credits your participants need, including Continuing Education Units (CEUs), Professional Development Hours (PDHs), AIA Learning Units (LUs), and other professional credits.



## What our partners are saying about us:

*"I do not worry about the details, for I know that OPD professionals and staff do the worrying for me... in the end we have satisfied and educated clientele."*

**Guido van der Hoeven**  
President of LGUTEF

*"The Office of Professional Development provided invaluable assistance and support to help make the Cucurbitaceae Conference a resounding success. What a tremendous asset OPD is to NC State University."*

**Jane Dove Long**  
Event Coordinator  
NC State University Department of Plant Pathology

*"OPD's help has been an invaluable element in the successful growth of the forum since its inception."*

**Dr. Debbie Acker**  
Senior Associate Director  
Operations and Academic Programs  
Shelton Leadership Center

*"It has been a pleasure to work with OPD on the Child Nutrition Academy. They have worked effectively and efficiently during the planning, budgeting, and executing of numerous training sessions over the past three years. The staff has done an outstanding job with registration, duplicating materials, arranging location logistics, and providing evaluation follow-up for the academy classes. They have also been very courteous and efficient in responding to workshop participants. Thanks to the OPD staff we have been able to offer a variety of classes to CN Administrators."*

**Lynn Harvey, Ed.D., RD, LDN, FADA**  
Section Chief, Child Nutrition Services  
NC Department of Public Instruction

**Contact us today:**  
[go.ncsu.edu/opd](http://go.ncsu.edu/opd)  
**919.515.2261**