



NATIONAL CENTER for  
**YOUTH ISSUES**

6101 Preservation Drive • Chattanooga, TN 37416 • [www.ncyi.org](http://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](mailto:rrabon@ncyi.org)