**Continuing Education Systems New Conference Questionnaire**

# Summary:

The intention of this document is to provide an overview and initial set of business questions for a department to consider when creating a conference or event in DestinyOne.

# Non-Credit and Continuing Education System Overview

* DestinyOne is the system of record for non-credit and continuing education activity at Temple University and is managed by a central support team, Continuing Education Systems. The public shopping site for non-credit and continuing education is noncredit.temple.edu. Conferences will have a specific URL for each conference where registrants can be linked.
* CE systems is a service unit within University College that provides support for existing and new non-credit/continuing education programs at Temple University. We provide system training, technology support, customer service, business process consultations, and finance reconciliations. We currently support 36 administrative units with about 300 staff users. There are roughly 5,000 students a semester that utilize the system.
* There is no charge to the school/college department that is using DestinyOne for their conference. The only direct pass-through cost to the department are credit card processing fees, which average out to about 1.5% of revenue processed via credit card. (I.E. – if you process a $100 payment via credit card, the average fee will be $1.50 on that transaction).

# New Conference/Event Questionnaire

* Please provide some context and background about the conference. Has it been run before (either at Temple or another location), approximately how many registrations do you expect or hope to have, etc?
* What FOAP are you using for this event/conference(s) revenue? (101xxx FOAP is required)
* What is the name of your event/conference and what date(s) will it take place?
* When does registration open and when will registration close?
* What will be the difference types of participants? (I.E. students, general attendees, sponsors)
* What different kinds of “packages” can be purchased? (I.E. day 1 registration, day 2 registration, full 2 day registration)
* What registration fees will be assessed to each of the participant types?
* Are there any “add-ons” that can be purchased? (I.E. tour tickets, reception dinner, parking)
* What is a conference overview we can post to the DestinyOne login page?
* Will you have an external website advertising this conference and what is the link?
* Please submit two graphics to be placed onto your conference site.
  + 1000x200 pixels – placed on all of the registration pages as the website banner
  + 670x100 pixels – placed on all DestinyOne emails and receipts
* What emails should be used for your conference’s DestinyOne email messages? (Default is [destiny1@temple.edu](mailto:destiny1@temple.edu), but you can specify your departmental email)
* What is your refund policy?
* Are there any information collection questions you would like to ask during the registration process? (I.E. dietary restrictions, t-shirt size, class year, etc.)
* Are you offering any breakout sessions where participants need to select their track ahead of time?
* Will you be offering any discounts/complimentary registrations? If yes, please provide specifics.
* Is the conference offering professional credits or CEUs?
* Who will be managing the day-to-day conference processes in your department? (Training will be required for these staff.)