



THE UNIVERSITY OF
MEMPHIS®

Conference & Event Services

CES OVERVIEW

Conference & Event Services (CES) has primary responsibility for scheduling, booking and contracting events which utilize UofM facilities for Internal student organizations, faculty, and staff as well as External groups.

CES is your navigator through the often complicated and cumbersome process of hosting an event! We are happy to meet with you to determine what level of service is needed for your program. You may choose to take advantage of our entire package of services or select only those that will be most helpful to ensure the success of your program.

CES SERVICES

All of your event needs are handled by a single department. We offer comprehensive event management services and are available to help plan and execute your conference with:

- Standard event registration management
- Virtual event registration & management services
- Coordination of on-campus logistics
- One campus contact instead of working with multiple departments
- Coordination of vendor showcase/exhibitors
- On-site assistance
- Housing & transportation of guests and speakers
- Off-site shuttles and event coordination
- Centralized billing

CES CONFERENCE FACILITIES

Michael Rose Theatre



Maxine A. Smith
University Center



FedEx Institute of Technology



SHOWCASE YOUR CAMPUS

CES's strategic vision is for the University of Memphis to become one of the most sought-after conference and meeting venues in higher education. The University has the opportunity to position itself nationally in a way that draws on every asset and tradition that it and the city of Memphis have together.

INTERNAL SCHEDULING

Centralized Scheduling Office

The Scheduling Office is the primary point of contact for all departments, groups, and individuals, who are interested in scheduling the use of facilities and space at the University of Memphis. By centralizing the scheduling process, we are able to provide internal and external groups efficient and effective service for scheduling activities and events.

Departments and Registered Student Organizations

Academic and administrative departments, and registered student organizations may reserve on-campus facilities by using [VIRTUAL EMS](#). Training materials can also be found under the **VEMS TRAINING** link at memphis.edu/conferences/internal_scheduling

In order to request event or meeting space for non-affiliated events, please call our main office at 901.678.5000, or email conferences@memphis.edu.

CONTACT US!

Conference & Event Services

FedEx Institute of Technology, Suite 228 | Memphis, TN 38152

901.678.5000 conferences@memphis.edu

To learn more about how the Conference & Event Services office can assist you with upcoming meetings, conferences, or other events, please fill out our [Facility Use Application](#), or contact us directly.

Let us know you reviewed our information. Please send a quick note to our general email and receive a “Welcome” gift from CES!