



Meeting Planning and Event Services

With a wide variety of venues to offer, Boston University is the perfect location to host your next event, including large corporate meetings, cocktail receptions, training programs, performances and concerts, banquets and dinners. If you can imagine it, BU can create it.

About BU Events & Conferences

To ensure the finest experience for you and your guests, BU Events & Conferences' knowledgeable staff provides one-stop shopping and the highest-quality service. A full complement of services and package is tailored to your needs to create an effortless and perfect event or conference, every time.

Professional Event Management

- Dedicated sales professionals who will help make your event a reality by working closely with you to discuss the University's unique venues and events spaces and how they can be customized for your event, and who will create a comprehensive proposal and cost outline designed specifically for your event
- Energetic event specialists to serve as your University liaison to create a truly memorable event experience
- On- and off-campus staff on call to support all event needs, regardless of your location
- Access to a variety of convenient, on-campus accommodations to complement your summer conference or camp to truly make Boston your home away from home
- World-class catering, technical support, free Wi-Fi, on-campus parking options, amenities—and much more

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Registration Services—Online or On-Site

- Tech-savvy and client-focused registration team to assist online and on-site to register your guests easily, quickly, and securely
- Customized and detailed online registration and RSVP sites and forms created specifically for your event
- Secure registration payment processing and transaction confirmations, as well as progress reports and accounting statements to keep you fully informed
- Additional registration services, including on-site staffing, name badges, attendee summaries, and more

Financial Administration

- Experienced and qualified staff to assist you every step of the way, from inquiry to final statement, ensuring secure payments, deposits, and expenditures
- Individually developed payment and reconciliation plans and processes

“The staff really went the extra mile to accommodate the needs of our group. Our program would not have been the success that it was without the partnership of BU.”

—Travis A., HCTec Partners

“It was a pleasure working with the staff at BU Events & Conferences. Our contact was professional and organized, always available to assist with requests and questions.”

—Shannon S., The Princeton Review