

NIU OUTREACH

Professional Services, Professional Environments



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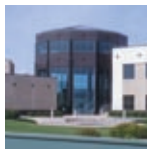
Professional Services, Professional Environments



NIU OUTREACH CONFERENCE SERVICES

Conference Services, Anytime, Anywhere

Whether your meeting takes place in one of our NIU Outreach Centers or the international location of your choice, **NIU Outreach Conference Services** can help. Certified meeting planners and registration experts offer a variety of products and services designed to help you save time and money.



NIU OUTREACH CENTERS

Experience Professional Meeting Environments and Services

What better place for your next meeting, conference or training event than a facility designed for adult education? **NIU Outreach Centers** host Northern Illinois University academic classes during the evenings, making the multimedia-learning environments a perfect choice for full-service, daytime conferences. Our professional staff and educational environments will make your next meeting an enjoyable experience you won't soon forget.

Take advantage of our on-site technical assistance, meeting packages and high-tech meeting rooms at any one of our Chicagoland and northern Illinois locations:

Hoffman Estates, Naperville, and Rockford. Conference Services such as event planning, registration and evaluation services are also available to help you run an organized and efficient event.

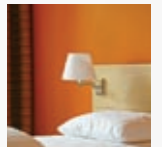
All three NIU Outreach Centers are certified by the International Association of Conference Centers. This certificate testifies to our commitment to high standards for meetings and our expertise in working with conference planners.

PROFESSIONAL SERVICES



Meeting and Event Planning

Host a successful event within your budget. Certified meeting and event planners work with you to determine and reach your meeting goals. From creatively themed events to training sessions, we have the ability to handle every detail or just the essentials; you decide.



- Create and manage comprehensive event deadline schedules
- Select an appropriate event venue (even if it is not ours)
- Develop and monitor your event budget
- Coordinate food and beverage services
- Oversee on-site event coordination
- Negotiate contracts with a wide variety of vendors
- Book compelling speakers and entertainment
- Arrange appropriate technology
- Provide recommendations and referrals for your social activities
- Organize travel arrangements
 - VIP limousine pick-up/drop-off
 - Sleeping rooms
 - Transportation

For registration, meeting and event planning or evaluation services call **(815) 753-1544**.

“It’s great to be associated with an organization that has the infrastructure to be flexible and proactive. NIU Outreach Conference Services were ahead of our desires – they delivered the product before we knew we needed it.”

— Cynthia L. Keillor, *Executive Director*
ILLINOIS SPEECH-LANGUAGE-HEARING ASSOCIATION

Registration

No matter the size or location of your meeting, NIU Outreach's complete registration services help you save time and money. We offer many options to help make registration a hassle-free experience for both you and your attendees.



- **Multiple registration choices**
 - Online
 - Telephone
 - Fax
 - E-mail
- **Database management**
- **Call center staffed with friendly informed agents**
- **Online real-time reporting**
- **Customized reports**
- **Cash management services**
- **On-site registration management**
- **Name badges**
- **Exhibitor lead retrieval services**
 - Barcode
 - Radio Frequency Identification
- **Marketing referral source tracking**
- **E-mail blasts to potential and actual registrants**

Evaluation

Measuring participant satisfaction and instructional effectiveness is time-consuming yet critical to the success of current and future events. We provide a quick, accurate turnaround for needed data. Available evaluation services include needs assessments, customer satisfaction surveys, ballots and employee testing.



- **Help develop survey objectives**
- **Write and design survey content**
- **Distribute and collect surveys**
- **Generate detailed reports**
- **Choose from paper, e-mail and Internet delivery formats**

Catering

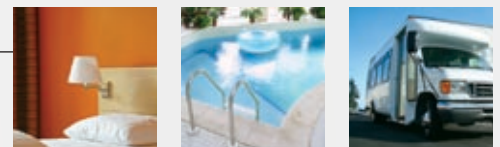
Who wants to think on an empty stomach? Our complete meeting packages provide quality food and beverage services to enhance your overall meeting experience. From boxed lunches to elaborate buffets, we offer convenient and delicious on-site options for your dining pleasure.



- **Complete day, morning or afternoon packages**
- **Creatively themed presentations**
- **Well-trained staff meet your dining expectations**
- **Receptions with full bar packages**

Overnight Accommodations

Partnerships with local hotels offer attendees convenient sleeping arrangements. Most hotels are within five minutes of the Outreach Centers and provide shuttle services to and from both locations. Alternatively, free parking is available at the hotels and Outreach Centers. As an added convenience, participants can register for the event and their hotel rooms simultaneously through **NIU Outreach's Registration Services**.



TECHNOLOGY



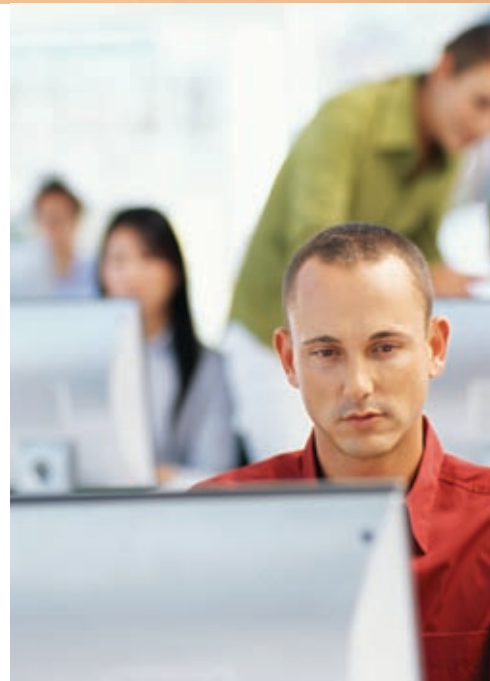
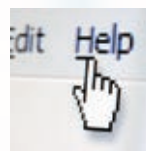
TECHNICAL SERVICES

State-of-the-art technology creates a stimulating and engaging meeting environment. Whether you are connecting with colleagues locally or around the globe, the NIU Outreach Centers offer the finest capabilities of the digital world. Best of all, most technical services are included with meeting space rental—you'll pay one rate for the room and the technology needed to effectively run your meeting.

- High-speed wireless Internet access
- Video/data projectors
- Videoconferencing
(additional phone line charges may apply)
- Networked computer labs
- Custom software installation
- Wireless microphones
- Business desk services
(additional charges may apply)
- Easel, flip chart and markers
- Instructor desks including:
 - Computers with Internet access
 - Accessible USB ports
 - DVD/VCR combination units
 - Document camera
 - User-friendly touch pad

On-Site Technical Support

On-site technical service coordinators work step-by-step with your meeting facilitators to ensure they are prepared to use our technology. From addressing simple questions to troubleshooting connectivity issues, the coordinators provide full support for your presentation's success.



PROFESSIONAL DEVELOPMENT

NIU Outreach Centers combine teaching, research and service roles to offer programs for individuals seeking continuing education and professional development opportunities. Whether you are looking to gain certification in your professional field or needing group customized training sessions, NIU offers its resources for your use. For more information on courses offered, please visit www.niu.edu/non-credit, or call (866) 885-1239.

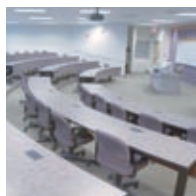
PROFESSIONAL ENVIRONMENTS

The Auditorium at **NIU** Rockford

MEETING ROOMS

Experience state-of-the-art technology in classrooms and lecture halls designed by educators. Each room contains large windows, independent climate controls, ergonomically designed furniture, soundproof walls and modern technology, creating the perfect venue for your meeting and training needs. Choose from a variety of classroom, lecture and exhibit halls ranging in size from 200–3,700* square feet.

** Each location has its own unique design. Check the NIU Outreach Centers' web site at www.niuconferences.com for exact room dimensions and capacity.*



Tiered Classrooms

- Perfect for lectures and presentations
- Classroom set-up
- Accommodate 30–66 attendees
- 700–1,800 square feet



Conference Rooms

- Excellent for brainstorming, interactive training, team work, or breakout space
- Classroom, nested-v, u-shaped, team or hollow square set-up
- Accommodate 16–48 attendees
- 820–1,200 square feet



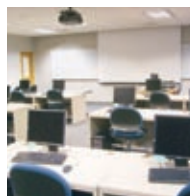
Seminar and Breakout Rooms

- Just right for small meetings and breakout space
- Conference room set-up
- Accommodate 6–19 attendees
- 180–500 square feet



Videoconferencing and Flat (Standard) Rooms

- Conducive for performing long distance meetings, interviews or training
- Classroom, u-shaped, team or hollow square set-up
- Accommodate 6–46 attendees
- 300–900 square feet



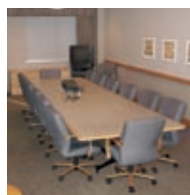
Computer Labs

- Necessary for group training sessions
- Classroom set-up
 - Technology controlled from instructor's station
 - Microsoft Professional Suite
 - Customized software installation
 - High-speed Internet access
 - Networking capabilities
- Accommodate 16–25 attendees
- 700–1,400 square feet



Auditoriums

- Ideal for large-group conferences and annual meetings
- Theatre set-up
 - Integrated audiovisual systems controlled by podium touch panels or control booth technology
- Accommodate 180–250 attendees
- 2,600–3,000 square feet



Executive Conference Room at NIU Naperville

- Perfect for board meetings
- Conference room set-up
- Accommodates 16 attendees
- 500 square feet



Special Events Room at NIU Naperville

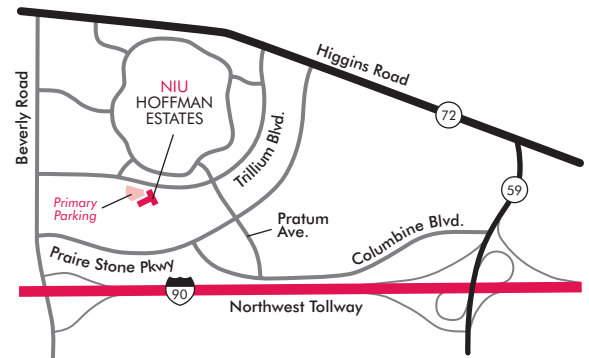
- Adaptable for small trade shows, large meetings, social events and banquets
- Setup to your specifications
- Divisible into three equal rooms
- Accommodates 400 attendees
- 3,750 square feet

NIU HOFFMAN ESTATES



NIU Hoffman Estates, conveniently located in the northwest suburbs of Chicago, is easily accessible from Interstate 90, O'Hare International Airport (18 miles), downtown Chicago (30 miles) and the suburban business community.

NIU Hoffman Estates
5555 Trillium Boulevard
Hoffman Estates, IL 60192
(847) 645-3000 x36
(815) 753-8850
Fax: (815) 753-8865
outreachcenters@niu.edu



I-90 Eastbound

Exit Route 59 north (left) to Higgins Road (Route 72)
Turn west (left) onto Higgins Road (Route 72)
Turn south (left) onto Beverly Road
Turn east (left) onto Trillium Boulevard

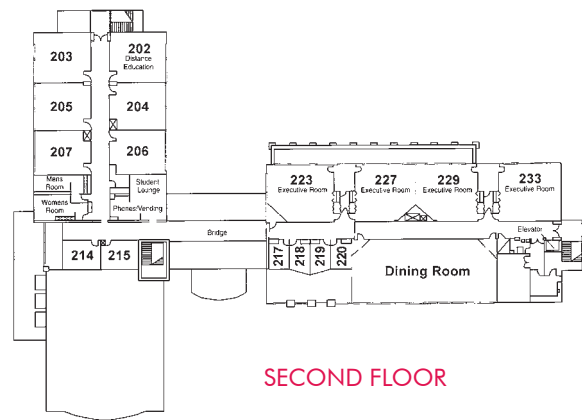
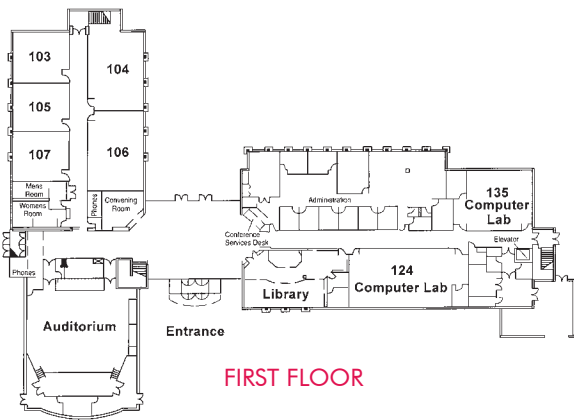
I-90 Westbound

Exit Beverly Road north (right) to Trillium Boulevard
Turn east (right) onto Trillium Boulevard

NIUHOFFMAN ESTATES SPECIFICATIONS

ROOMS	Square Feet	SEATING CAPACITY				
		Classroom	Theater	U-Shape	Rounds of 7	Conference Style
Large Tiered Classrooms						
Rooms 104, 106	1,100	50	—	—	—	—
Small Tiered Classrooms						
Rooms 103, 105	700	32	—	—	—	—
Computer Labs						
Room 124	1,800	20	—	—	—	—
Room 135	1,500	20	—	—	—	—
Room 107	700	16	—	—	—	—
Auditorium	3,000	—	250	—	—	—
Executive Conference Rooms						
Rooms 223, 227	1,200	40	—	—	—	—
Room 229, 233	1,200	32	50	20	—	—
Small Flat Classrooms						
Rooms 203, 204, 206	700	32	—	—	—	—
Room 205	700	—	—	—	28	—
Room 207	700	—	—	18	—	—
Seminar Rooms						
Rooms 214, 215	300	—	—	—	—	10
Breakout Rooms						
Rooms 217, 218, 219, 220	180	—	—	—	—	6

NIUHOFFMAN ESTATES FLOOR PLANS



NIUNAPERVILLE



NIU Naperville, conveniently located in the western suburbs of Chicago, is easily accessible from Interstates 88 and 355. The center is the same distance from both O'Hare International and Midway Airports (27 miles) and is less than five miles from the Metra Train Station.

NIU Naperville

1120 East Diehl Road
Naperville, IL 60563-9347
(630) 577-9101
(815) 753-8975
Fax: (815) 753-8989
outreachcenters@niu.edu



From I-88

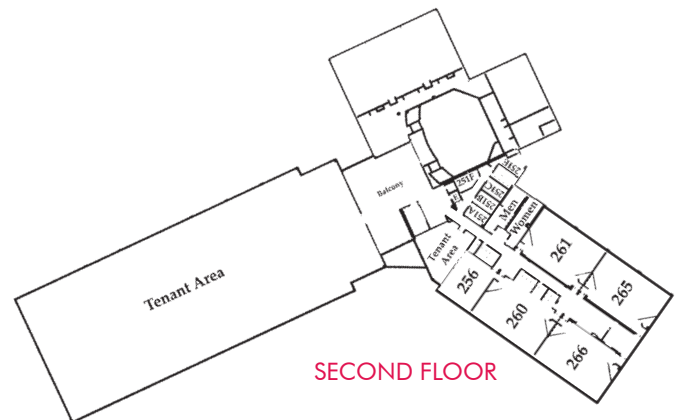
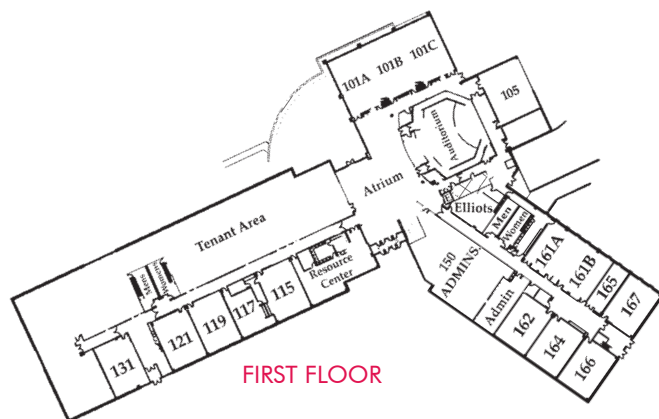
Exit Naperville Road South (left) to Diehl Road
Turn east (right) onto Diehl Road

NIUNAPERVILLE SPECIFICATIONS

SEATING CAPACITY

ROOMS	Square Feet	Classroom	Theater	U-Shape	Rounds of 10	Conference Style
101A	1,250	48	120	36	80	–
101B	1,250	48	120	36	80	–
101C	1,250	44	114	30	70	–
101B & C	2,500	140	240	54	180	–
101A, B & C	3,750	210	400	88	280	–
105	1,300	44	150	40	120	–
Auditorium	2,600	–	180	–	–	–
Executive Conference Room						
Room 165	500	–	–	–	–	16
Double U-Shape Seating						
Rooms 131, 162, 164	900	32–40	–	–	–	–
Classroom Seating						
Rooms 166, 167	900	48	–	–	–	–
Computer Labs						
Room 115	900	25	–	–	–	–
Room 117	600	16	–	–	–	–
Video Conference Rooms						
Room 119, 121	900	25	–	–	–	–
Standard Classroom						
Room 256	900	46	–	–	–	–
Breakout Rooms						
Rooms 251 A, B, C, E & F	200	–	–	–	–	10
Tiered Classrooms						
Rooms 260, 261, 265, 266	1,800	66	–	–	–	–

NIUNAPERVILLE FLOOR PLANS



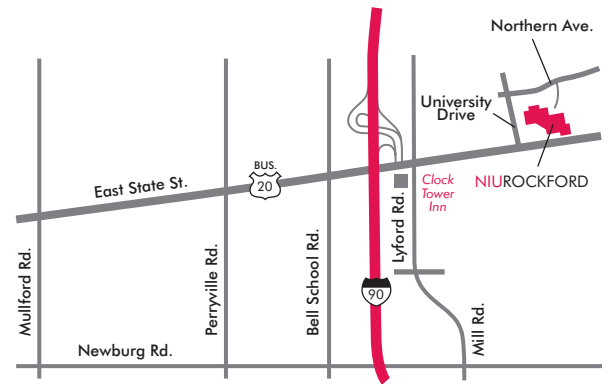
NIUROCKFORD



NIU Rockford, serving the needs of a diverse and growing northern Illinois and southern Wisconsin region, is conveniently located 60 miles northwest of Chicago O'Hare International Airport, 14 miles northeast of Chicago Rockford International Airport, 16 miles south of the Wisconsin state line and 40 miles east of Freeport.

NIU Rockford

8500 East State Street
Rockford, IL 61108
(815) 332-7339
(815) 753-8740
Fax: (815) 753-8766
outreachcenters@niu.edu



I-90 Westbound

Exit I-90 at Business 20 and turn left (east) on East State Street. Turn left on University Drive. Turn right on Northern Avenue.

Bypass 20 Eastbound

Bypass 20 to I-39 merge, continue to I-90 north (to Wisconsin). Take Business 20/East State Street exit. Take the ramp toward Belvidere. Turn left (east) onto Business 20/East State Street. Turn left on University Drive. Turn right on Northern Avenue.

NIUROCKFORD SPECIFICATIONS

ROOMS	Square Feet	SEATING CAPACITY			
		Classroom	Theater	U-Shape	Conference Style
Auditorium	3,000	–	250	–	–
Small Tiered Classrooms Rooms 100, 101	1,080	–	50	–	–
Executive Classrooms Rooms 200, 202, 203, 204	820–930	32	–	32	–
Large Seminar Rooms Rooms 151, 164	500	18	–	16	–
Videoconferencing Rooms Room 201 Room 211	820 300	20 6	– –	20 6	– –
Computer Lab Room 165	1,500	18	–	–	–
Small Seminar Room Room 213	300	–	–	–	10

NIUROCKFORD FLOOR PLANS

