



A one stop shop!



For *your* convenience!



Call us today!

979.845.6036

The Continuing and Professional Studies Office (CAPSO) is a dedicated credentialing and outreach services provider reporting to the Office of the Vice President for Research.

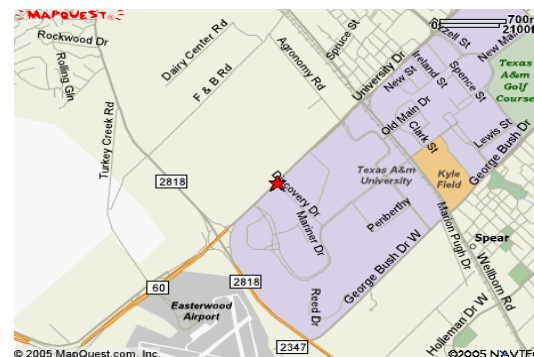
our mission

The mission of CAPSO is to coordinate high quality, innovative continuing education programs that enhance professional development, career opportunities, and life long learning endeavors of adult learners.

our facility

The Donald L. Houston Conference Center, located prominently in the Research Park of Texas A&M University, offers the perfect environment for hosting your seminars, workshops and conferences. The building is nestled in a more quiet area that is still close to area attractions and daily venues. The handicap accessible public meeting space includes an auditorium which seats 150, two meeting rooms (one medium, one large), executive conference room, and break room (see Web site for square footage). The Center is:

- Located in the heart of Texas (central to Houston, Austin, and Dallas)
- Less than ten minutes from an airport served by American Eagle and Continental Connection
- On six acres with easy access to Texas A&M University—its faculty, facilities, and talent base
- Fully equipped for video teleconferencing, satellite downlinking and uplinking
- Onsite guest computers
- Outdoor picnic area with nearby park for daytime or evening recreation
- CONVENIENT private parking!!



Planning an Event?



CAPSO has the place for you!

our mission

The **Continuing and Professional Studies Office (CAPSO)** at Texas A&M University is a dedicated credentialing and outreach services provider reporting to the Office of Vice President for Research.

The professional staff at CAPSO through *personalized* customer service works side-by-side with you to design the format that enhances the effectiveness of your local, national or international event. Coordinating with external representatives, we take the work out of planning your organization's meetings, seminars, conferences, and off-campus programs as well. Guests and clients of CAPSO are guaranteed superior service at our conference facility or at a location of choice. Our staff welcomes the chance to explore your event needs and provide a tour of our facilities!



our intentions

Whether you are a faculty member in a center or department, professional meeting planner, administrative assistant or the CEO... you want the most capable staff to give you personal service and ensure that all your needs are met. CAPSO's dedicated, professional staff will guide your event from the planning stages all the way through event assessment.

Our service is designed to specifically meet your event needs. We invite you to put CAPSO to work for your next event!

our conference and event planning services

Conference effectiveness on a friendly scale is *one* of CAPSO's goals. The experience will feel like a retreat while in a professional environment for both the client and its conference participants.

on-campus

pre-event

- Reserve meeting space & accommodate parking needs
- Implement the conference you have in mind or... design the program to accomplish your objectives
- Identify and select appropriate speakers and key participants
- Provide marketing services
- Provide turnkey travel/lodging management
- Arrange local transportation & catering
- Maintain participant information and online registration/payment
- And more...

during event

- Welcome participants & distribute nametags/materials
- Meet and direct conference facilitators, caterers, etc.
- Provide administrative support (copies, faxes, messages, local information)
- Assist with audiovisual needs

post-event

- Reconcile billing invoices
- Provide financial statement
- Collect, tabulate, deliver participant evaluations
- Conduct a post-conference "wrap-up" to assess the conference and ensure future success
- Discuss future event-planning needs to provide continuity for your next program

off-campus

In addition to handling the many hands-on responsibilities that come with planning and executing successful meetings and events, we work closely with external meeting and hotel site selection organizations. With our combined experience, we help you and your organization be a success.

our credentialing services

CAPSO provides guidance in planning and executing events, continuing education workshops, conferences, seminars or short courses. We:

- Create a plan for development and execution of training activities according to the targeted needs of the constituents
- Assist with the budgeting and fee structures
- Market the activity
- Route appropriate forms
- Assist with CEU certificates and reimbursements
- Coordinate evaluation of the activities and follow-up assessments with participants
- And more...



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