

# Eat with Us



## FOOD SERVICE AND CATERING

An amazing selection of food and beverages is available for meals, receptions, and breaks. Our menu is designed to please every palate and includes options to suit every budget. Detailed descriptions

and prices, including special packages, can be found on our website.

## WHAT OTHER PROGRAM PLANNERS SAY ABOUT US:

*"As always, the scheduling staff is outstanding! The people in set-up always make sure the rooms are up to our specifications and the custodial staff works hard to have everything looking clean and inviting. The front desk is always happy to provide friendly directions to all our visitors, and to help with parking permit requests."*

*"It was great working with your catering manager—especially planning the menu. I needed to work within the state rate, but I also wanted dessert, and she helped me make that happen."*

*"This is such an easy and efficient location and staff to work with. Thanks for taking the stress out of facility, food, etc."*

*"I appreciate your dedication to making this such a good conference by running everything so smoothly behind the scenes and giving so much personal attention to the conference participants. They felt truly welcome. Some mentioned Madison as the ideal location for a conference like this ... a few said it was the best conference they had attended in 30+ years."*

*"Food service is outstanding—much better than various other venues at which I have run many courses."*

—Testimonials collected from follow-up surveys.

## REGISTRATION SERVICES

For added value, you may also contract with ECC to:

- act as the primary liaison between participants and event planners;
- receive registrations, enter program information and enrollment data, and maintain rosters; mail confirmations, parking and other information;
- process payment and deposit fees;
- handle cancellations and refunds, maintain waiting lists for filled programs;
- provide on-site registration and check-in, name tags, and CEU reports;
- process invoices, generate computerized closing reports and more.



Please arrange for registration services early. Services cannot be guaranteed if made less than 90 days prior to the event.

## CONFERENCE, MEETING, AND EVENT PLANNING

Whether your event is held in our facilities or elsewhere, our professional planners can:

- manage budgets, contracts, accounts receivable/payable, income/expense reports;
- handle all logistics including meeting spaces, technical equipment and instructional media, menus and catering, transportation and parking, off-site activities;
- host the conference website;
- coordinate registrations, abstract collection, printing and mailings;
- organize exhibits, poster sessions, handouts, registration materials, etc.;
- serve as on-site manager during the conference.



Fees vary for these and numerous other contracted services not listed. Please contact us for details.

## HOW TO REACH US:

### The Pyle Center

702 Langdon Street, Madison, WI 53706  
Front Desk: (608) 262-1122  
Fax: (608) 262-8516  
E-mail: [thepylecenter@ecc.uwex.edu](mailto:thepylecenter@ecc.uwex.edu)

### Scheduling Meeting Rooms and Services

Phone: (608) 262-0881 or (608) 262-1814  
Fax: (608) 265-0410  
E-mail: [scheduling@ecc.uwex.edu](mailto:scheduling@ecc.uwex.edu)

### The Lowell Center

610 Langdon Street, Madison, WI 53703  
Front Desk: (608) 256-2621  
Fax: (608) 262-5445  
E-mail: [lowell@ecc.uwex.edu](mailto:lowell@ecc.uwex.edu)

### Lodging Reservations

(608) 262-0648  
Toll-free by phone: (866) 301-1753  
On-line: [www.conferencing.uwex.edu](http://www.conferencing.uwex.edu)

### Registration/Student Records

Phone: (608) 262-2451  
Fax: (608) 265-3163  
E-mail: [pat.gaitan@ecc.uwex.edu](mailto:pat.gaitan@ecc.uwex.edu)

### Conference, Meeting, and Event Planning Services

Phone: (608) 262-5514  
Fax: (608) 262-8516  
E-mail: [confplanning@ecc.uwex.edu](mailto:confplanning@ecc.uwex.edu)

### ECC Website

[www.conferencing.uwex.edu](http://www.conferencing.uwex.edu)



An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including title IX and ADA. Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service, or activity.

Rev. 6-08

# UW Extension Conference Centers



Meet WITH US

Eat WITH US

Stay WITH US

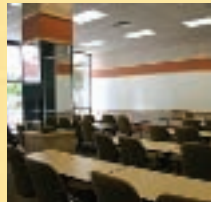
**CONVENIENT, EFFICIENT,  
AND COMPREHENSIVE**



When you need the best site, set-up, and support for your educational programs and other events, there's no better choice than the University of

Wisconsin-Extension Conference Centers! For more than 50 years, we've maintained a leadership position in the continuing education and hospitality industries, assisting adult learners to expand their knowledge, skill and ultimate performance in the workplace and beyond.

Two remarkable facilities provide fully accessible meeting spaces, outstanding catering services, and leading-edge technologies to create an optimal learning environment. Comprehensive conference planning, registration services and overnight accommodations are also available.



Both The Pyle Center and The Lowell Center are designed to serve the UW System, State of Wisconsin agencies, other educational and governmental organizations, and associated groups that have approved sponsors. We have the resources and flexibility to match the needs of large and small groups of all kinds, either on-site or at a distance.

**EXPLORE HOW ECC  
CAN BENEFIT YOU!**

Visit our website to find detailed descriptions of services, rates, menus, floor plans, and photos. We invite you to schedule an introductory meeting or a tour of our facilities any time:

[www.conferencing.uwex.edu](http://www.conferencing.uwex.edu).

*Stay with Us*

**LOCATION**



Situated along the beautiful Lake Mendota shoreline in the heart of the UW-Madison campus, The Pyle Center and The Lowell Center are within a block of each other. Both facilities are only steps away from the Memorial Union and other key points of interest including vibrant State Street—providing easy access

to the best of downtown Madison and all UW-campus activities.

Travel and parking information can be found easily on our website, along with links to other local and regional resources.

*Meet with Us*

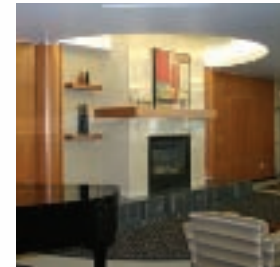
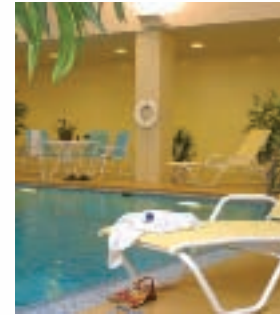
Most of our conference rooms may be scheduled at no charge, and the costs for support services are very reasonable and depend on the specific services and technologies used. Some rates are itemized, such as food and beverages; and others may be customized, such as A/V equipment, contracted conference-planning services, and registration services. Set-up fees may be charged for functions using specific lounge areas, including the rooftop terrace at The Pyle Center.

To book meeting space, catering, blocks of guest rooms and other services, please contact us at the numbers listed on the back of this brochure.

**The Lowell Center**

The Lowell Center offers 81 guest rooms, seven conference rooms, elegant reception spaces, a large dining facility, swimming pool, sauna and exercise room. We can host events with audiences ranging from 10 to 400 individuals. Recently remodeled, beautiful new surroundings include a completely renovated front desk, lobby and lounge areas, building entrances, and parking ramp.

Our reasonable guest room fee includes a full array of amenities including a delicious continental breakfast and reserved parking (one space per guest room for persons using the room). The Lowell Center provides 24-hour front desk services, daily housekeeping, and free wireless access to the Internet. Individuals wishing to reserve overnight lodging may call (866) 301-1753 toll-free or book online at: [www.conferencing.uwex.edu](http://www.conferencing.uwex.edu).



**The Pyle Center**

With more than 135,000 square feet of space, 30 rooms of varying sizes and configurations include: presentation, breakout, and distance education rooms; computer labs; auditorium; dining rooms; lounges; and reception areas—including a new rooftop terrace that can accommodate up to 400 people.

The distance education rooms at The Pyle Center are some of the most technologically advanced meeting spaces in the region. Experienced staff connect people in the room, across the campus, and beyond, through:

- videoconferencing,
- teleconferencing,
- audioconferencing,
- webconferencing,
- webcasting,
- streaming media, and
- multimedia production.

Free wireless Internet access is available throughout the building.

