



## **How Do I Buy or Handle...** ***Conference/Meeting Facilities***

For Assistance Contact: [Virginia Tech Continuing and Professional Education](#)

### **Description of Purchase Process:**

University Policy on Continuing and Professional Education, [Policy 6362](#), states that all university-sponsored non-credit continuing education programs (seminars, workshops, short courses, conferences, symposia and professional association meetings) are the administrative responsibility of the Outreach Program Development. Outreach Program Development is responsible for obtaining services for all university sponsored or co-sponsored programs held either on-campus or off-campus.

Individuals planning a continuing education program should first contact the program-planning unit of Outreach Program Development at (540) 231-9982 before any arrangements are made. A program development faculty member will be specifically assigned to assist with all phases of developing and offering your program.