

SERVICES & CAPABILITIES

Preconference Coordination

- Research, Evaluate and Select Venue and Dates
- Negotiate and Supervise Facility and Supplier Contracts
- Develop and Manage Budgets and Financial Forecasts
- Determine Optimal Room Layouts and Seating
- Manage Group Room Blocks, Rates, and Attrition
- Establish and Monitor Timelines for Production
- Develop Schedule of Events and Agenda with Client
- Coordinate Networking and Offsite Activities and Events
- Manage Food and Beverage Requirements and Menu
- Manage Audio/Visual and Staging Requirements
- Coordinate Program Design, Production and Printing
- Manage Transportation Requirements

Registration Management

- Develop and Recommend Registration Levels and Pricing
- Develop Online Registration System
- Process All Online and Paper Registrations
- Field and Handle All Registration-Related Questions
- Provide Regular, Comprehensive Registration Reports
- Create Attendee Badges
- Develop Attendee Lists for Distribution
- Manage All Onsite Registration Needs

Onsite Conference Production

- Coordinate Placement of Signage and Print Materials
- Manage Speaker, Exhibitor and Sponsor Issues
- Supervise Fulfillment of AV, and other Service Providers
- Confirm and Fulfill Food and Beverage Requirements
- Provide Event and Registration Staffing
- Provide Attendee Packets, Badges, and Promo Items

Exhibit & Attendee Management

- Develop Registration, Forms and Pricing
- Develop Exhibit Space Inventory
- Explore and Negotiate all Registration Alternatives
- Generate and Manage Leads and Event Database
- Manage Exhibitor and Attendee Calls and Inquiries
- Develop Exhibit Area Layout and Placement

Marketing and Promotion

- Develop Event Identity and Graphics
- Coordinate Graphic Design and Marketing Timelines
- Develop and Maintain Event Website
- Develop Save the Date Cards and Promotional Materials
- Manage E-Communication Campaigns and Timelines
- Coordinate PR and Media Support and Interviews
- Coordinate Relevant Partnership Opportunities

Speaker and Session Management

- Coordinate Planning Meetings and Communication with Committee
- Assist in Development of Topics and Speakers
- Coordinate Speaker Confirmations and Fees
- Handle VIP and Keynote Requirements and Travel
- Coordinate Translation and Transcription of Content
- Compile Speaker Information for Program and Website
- Coordinate Speaker Gifts or Awards
- Obtain Continuing Education Approval

Virtual Meeting Support

- Host Meetings Through In-house or Client Platform
- Manage Event Traffic, Notifications
- Provide Technical Support and Troubleshooting to Speakers and Attendees
- Integrate Registration, Virtual Event Stream, Sponsors and Exhibitors, and Networking Opportunities