

CONVENTION & PCO

Our Service



1. Abstract Handling

- On-line abstract handling
- Paper abstract handling
- Abstract review process
- Production of an abstract publication, etc.



2. Speaker / Programme Management

- Speakers co-ordination
- Planning of the sessions
- Overall logistics related to the contents of the congress programme
- Production of programme overview



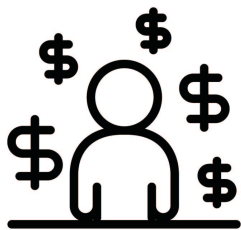
3. Marketing & Communication (MARCOM)

- Congress marketing & promotion strategy
- Announcements and programmes production
- Promotional material, social media campaign production



4. Press Liaison & Arrangements

- Communication with press, facilities, accommodation & delegations
- Liaison with nominated press offices
- Installation of technical equipment, accreditation and registration



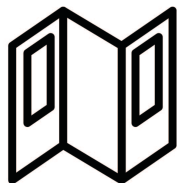
5. Budget

- Drafting and managing of the congress budget



6. Financial Management

- Management of bank accounts, cash flow, taxes, preparation of accounts etc.
- Invoicing and payments



7. Exhibition

- Selection of exhibition space
- Preparation for exhibitor guidelines and floorplans
- Co-ordination of stand services and invoicing
- Co-ordination of set-up and dismantling of the exhibition



8. Sponsorship

- Identify and develop opportunities and guidelines
- Sales and marketing of sponsorship opportunities to potential sponsors



9. Security

- Liaison with the various authorities, implementation and dissemination of recommendations, etc.



10. Registration/Accreditation

- On-line & on-site registration, collection of fees, statistical reports on registration numbers, breakdowns etc.
- Pre-accreditation and on-site management of delegations



11. On-site Management

- Selection, contracting and co-ordination of suppliers
- Detailed move-in/move-out plans and signage for all venues or locations
- Negotiation of the contracts and on-site management of the event



12. Staffing

- Job descriptions, insurance, staff training and HR, data management and clients satisfaction



13. Congress Materials & Printing

- Design and production of any and all congress supplies such as programmes, badges and bags, etc.



14. Venue Selection

- Selection of the venue and the negotiation of the contract



15. Congress Technology

- Implementation of audio, visual equipment and conference apps
- Use of social media for the life cycle of the event and on-site networking solutions



16. Simultaneous Interpretation

- Engaging of interpreters
- Co-ordination with Chief Interpreter's Office
- Management of booths and equipment, collection and distribution of papers to interpreters



17. Hotel Reservation / Accommodation

- All hotel block-bookings, allocation of hotel rooms to individual participants and/or groups and delegations, negotiations, payments, management of modifications, reporting, etc.



18. Social Programme & Tours

- Proposal, sales and management of various social programme activities such as opening and closing ceremony, gala dinner etc.
- Pre- and post-congress events



19. Transportation

- Proposal and management with transport managers
- Arranged coach and/or public transportation, including transportation routes and co-ordination with police on security areas as applicable



20. Corporate Social Responsibility

- Recycling initiatives
- Carbon-offset possibilities
- Fair Trade considerations
- Use of suppliers with an active green policy



21. Host Committee Liaison

- Direct communications' channel (periodical meetings) with local host and/or international organisation representative, or governmental body
- Ensure all parties are aware of the services and requirements being requested and provided