

Meeting Planning Professionals Providing Comprehensive Services and Progressive Solutions for Successful Events.

We can handle all (or any part!) of your event needs!

The National Conference Logistics Center was created to meet the growing needs of meeting planning and conference logistics for federal and state contracts and programs. Early in 1997 we extended our services to also include meeting planning for clients from the private sector.

Meeting planning professionals with years of experience, from varying backgrounds, brought their expertise together under one center. These professionals have successfully coordinated numerous meetings, trainings and conferences ranging in size from thirty to several thousand people.

Conference and meeting planning done right. The professional meeting planners at the National Conference Logistics Center can handle all of the details and arrangements to make your next conference or meeting a success.

Conference and meeting planning can be an overwhelming task: scheduling, budgeting, negotiating prices with vendors, managing the details, working with committees, tracking attendance, reporting, evaluating, and getting it all done on time and under budget! That is where the National Conference Logistics Center can help. We sweat the details so you don't have to!

Conference and Meeting Planning Services Include

- Budget Development and Financial Reporting;
- Site Negotiation;
- Program Production;
- Client Information Tracking;
- Video and Film Production;
- Commercial Art and Graphic Design;
- Online Registration;
- Tailored Evaluation and Summary;
- On-site Supervisors;
- Website Development and Maintenance;
- Registration Staff;
- General Office Support;
- Audiovisual Staff / Technical Assistants;
- Database Development / Management;
- Market Research;
- Media Analysis;
- Public Service Announcements;
- Point Media Advertising;
- Desktop Publishing;
- Badge Preparation;
- Direct Mailing;
- Coordination of Direct Marketing