

Management Services

It all comes down to this

Managing your conference on site requires solid teamwork, clear communications, the right resources, and quick response to potential problems. Our experienced conference teams know what to expect and how to deal with the unexpected.

The line forms online

Registration does not have to be a nightmare. We have a reputation for extremely fast and effective onsite registration check-in. With our online pre-registration (including secure credit card payment!) and onsite registration software, the information you need is readily available.

Details, details

We can keep your conference running smoothly - it is that simple! Our on-site staff is professional, courteous, and helpful to both you and your conferees. Your conference becomes ours, and we become your staff.

Event management services we provide:

Here are some of the details our staff can manage:

- **Registration:** Your attendees have the convenience of registering online, by telephone, mail, fax, or on site.
- **Audiovisual:** Our technicians are trained in both set up and troubleshooting.
- **Logistical Support:** Depend on us to coordinate and monitor your schedule, room sets, catered events, entertainment, and transportation.
- **Speaker Coordination:** We can assist in scheduling and attending to the special needs of speakers and workshop presenters.
- **Event Materials:** We can create and provide agendas, name badges and ribbons, participant lists, conference bags or notebooks, handouts -- even custom CDs!
- **Signs and Kiosks:** Basic and creative solutions to the age-old question, "Where is my next session?"
- **Proceedings:** We can help edit and publish notes and handouts, papers, participant lists, and minutes in both paper and electronic formats.
- **Evaluation:** We can design, produce, collect, tabulate evaluations, and even produce a custom database of participant comments.