

# Planning Services

## Where do you start?

Planning a conference for hundreds or thousands of participants can be an overwhelming task: scheduling, managing the details, working with committees, 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 do not have to!

## It is not just about size. . .

Geography, technology, languages, and the cultures of your participants all impact the success of your event. Even a small conference or a series of focus groups benefit from the experience and service of our conference professionals.

Our impressive list of recent clients includes a wide spectrum of events:

- United States Department of Education
- Oklahoma Highway Safety Office
- National Association of State Directors of Special Education
- Oklahoma State Department of Health
- University of Oklahoma Public Affairs
- The Oklahoma City Winter Boat Show
- Nationwide focus groups for a major education study
- International Adult and Continuing Education Hall of Fame

We are here to help!

Call us at 1-800-203-5494 or drop us an e-mail at [webmaster@conferencepros.com](mailto:webmaster@conferencepros.com). Let us take the headaches out of planning your next event!

## Planning services we provide:

We can help you with. . .

- **Scheduling:** We will work with you to develop tasks and time lines for your committees and staff.
- **Budgeting:** Our experienced financial staff can help you plan budgets that are realistic and within your guidelines.
- **Negotiating:** We will help you review contracts, proposals, and bids so you know exactly what you are getting.
- **Managing:** We can assist you, your committees, and staff in every step of implementing your plan.
- **Reporting:** We will monitor the logistics and budgets to provide you with the updates you need.
- **Evaluating:** We will be there to assist with your final evaluations and reports.