

Conference/Meeting Planning Tools

Where Do I Begin?

The number of details to be considered can be overwhelming. To help with the planning process, we have provided two essential documents for new clients to help with the initial information organization and planning process.

- **Key Questions** - Outlines basic questions that need to be considered when designing a conference or event.
- **Task List** - Lists the tasks required for your conference or event and suggests timelines for their completion.

What's Next?

Do you really need a conference/event planning specialist? Things to consider:

- Do you or your staff know how to negotiate in today's market?
- Do you know what is negotiable in hotel or convention center contracts?
- Do you have six to twelve weeks time to devote almost exclusively to your event (not including the event itself)? Even small conferences or events take an amazing amount of time, thought, and energy.

The coordinators at NCLC are experienced and professional.

- They save time because they know what arrangements to make and who to call.
- They regularly handle site and vendor negotiations and know what concessions to request, so they can save you money!

In fact from [planning](#), [marketing](#), and [management](#), to [negotiations](#) or [technology](#) the staff members at the National Conference Logistics Center have the knowledge and experience to handle all of the details for your next conference or event.

If your organization is planning an event, call 1-800-203-5494, and let NCLC help make it a smashing success!