



## *GA's Meeting Planning Services*

### ***Pre-Planning***

- Detailed time/ events schedule and management plan
- Site selection and contract negotiation
- Detailed venue set-up planning
- Detailed audiovisual and technical support planning
- Database development and maintenance
- Speaker support and coordination
- Food and beverage specifications and contracting
- Room block management
- Continuous venue and client liaison
- Web site maintenance
- 24/7 registration reporting
- Decorator contracting and exhibit set-up
- On-line secure credit card processing and receipts
- Budget development, monitoring and reporting
- Assurance that per diem and other regulations and policies are followed
- Program development and speaker identification
- Travel/lodging arrangements for speakers and VIPs
- Evaluation tools development on-line and paper
- Continuing Education Credit program design and implementation
- Electronic Attendance Certificate delivery

### **Marketing**

- Web site content and functionality
- Search Engine Optimization
- Marketing planning and implementation for attendees and vendors
- Printed brochure and electronic promotion editorial and design
- Graphic Design
- Email marketing, notification, and follow-up
- Vendor and sponsor sales

- Public and media relations campaign design and implementation
- Guest/companion programming
- Site value-add opportunities for attendees
  - Transportation options and discounts
  - Scripting
  - Signage
  - Continuing education credit forms collection
  - Volunteer training programs

### ***On-Site Management***

- Pre and post meetings with venue staff and contractors
- Staging and set up management/coordination
- Development and distribution of welcome packets
- Badges and VIP identification and recognition
- Experienced customer-friendly registration team
- Audiovisual support coordination and oversight
- Attendance check-in for registration and/or sessions
- Food and beverage set-up management/coordination
- 24/7 availability on-site
- Handle special needs
- Management of volunteers
- Event and session summaries
- Continuing Education Credit tracking and Certificates

### ***Post-Meeting***

- Transparent Financials and detailed report
- Online surveys, collation and analysis
- Online delivery of certification of attendance/participation
- Online delivery of conference content via web casting or downloads
- Evaluations report preparation
- Final attendee list(s)
- Review and process all invoices
- Deliver summary, analysis, recommendations, and suggestions for the future