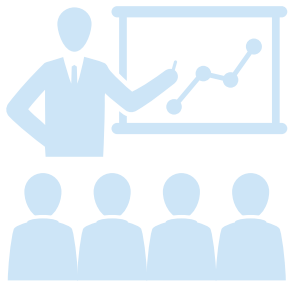




# Conference Management

Choose from a range of professional conference planning services to support all of your meeting management requirements.



## PEACE OF MIND WITH PROJECT MANAGEMENT SOLUTIONS

Your team at ConferenceDirect fully recognizes that every meeting or event is unique. With each Conference/Event we produce and manage, there are characteristics requiring a customized set of services that directly align with each client's objectives. Our extensive suite of professional management services give our clients peace of mind knowing that ConferenceDirect is well positioned to effectively manage the most simplistic of programs as well as the most complex city-wide conventions. In short, here is what you can expect when working with ConferenceDirect's Conference Management solutions:

- + Vast Knowledge & Industry Expertise
- + Flexible & Customized Meeting Management
- + Efficiency & Cost Savings
- + Solid Execution that Comes from Experience
- + Industry-Leading Coverage/Resources with Over 60 Conference Managers

## VENUE MANAGEMENT

- + Hotel, Convention Center, Facility, Exhibit Space & Meeting Design Management

## PRE-CONFERENCE PLANNING & LOGISTICS FUNCTIONS

- + Project Planning/Event Specifications Management
- + Meeting Facilitation for Committee/Leadership Planning
- + Staffing/Subcontractor Management & Supervision
- + Transportation Coordination
- + Special Event Planning & Management

## EXHIBIT/SPONSORSHIP SALES & MANAGEMENT

- + Full-service Exhibition Logistics Management & Exhibitor Service
- + Exhibit & Sponsor Program Design, Marketing, Sales & Activation

# Conference Management

## Finance/Budget Management

- + Budgeting, Forecast & Report Variance Management
- + Accounts Payable & Accounts Receivable Management
- + Closeout Management & Financial Summary

## Education, Space Logistics

- + Speaker Management
- + Abstract Management
- + Meeting Room Assignment/Coordination

## Audio-visual/Business Theater Production

- + Subcontractor RFP/Selection
- + Show Flow & Production
- + Speaker Support
- + Video, Live Feed, Virtual Extensions

## Food & Beverage

- + Menu Planning
- + Contract Negotiations/Purchasing
- + Cost Reduction/Risk Management

## Marketing & Collateral Design & Distribution

- + Content Coordination (print/web)
- + Graphics, Printing & Distribution Management
- + Marketing Plan Execution & Logistics

## Incentive/Motivation Program Management

- + Excursion Contracting & Coordination
- + Logistics Coordination/Executive & VIP Programming

## Post Event Management

- + Financial Reconciliation & Reporting
- + Closeout Reports & Statistical Summaries
- + Attendee, Exhibitor & Sponsor Survey Construction, Distribution & Tabulation
- + Future Recommendations/Post-con Reports
- + Cost Savings Reports

## ConferenceDirect: By The Numbers

10,684

Events & Meetings Per Year

3.87+ Million

Hotel Rooms Booked Per Year

\$784 Million

Group Room Contracts Per Year

510

Events Managed by Conference Management

205,000

Transactions Handled by Registration

492,000

Room Nights Booked Through Housing

Statistics are as of year-end 2015.

Let's Talk

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