



# Meetings & Events Services

*Complete Solutions*

Out-of-the-box ideas turned into effective events that can drive sales and motivate performance with the level of service you need.

From beginning-to-end event management to anything in between.

## Operation Reports

- Rooming and attendee lists
- Customized reports and manifests
- Registration reports
- Incentive program tracking
- Event specific reports
- ROI

## Venue Sourcing

- Day parties, awards and trade shows
- Product launches
- Site inspection
- Promotional item sourcing
- Food & Beverage management
- Conference set-up and supplies

## Air Reservations

- Negotiate preferred pricing contracts
- Advance seat assignment
- Payment management
- Upgrade support management
- Passport and Visa services
- Air analysis

## Destination Management

- Meeting management
- Ground transportation management
- Theme party management
- On-site event execution
- Tour and activity coordination
- Speaker/presentation management

## Accommodation Negotiation

- Negotiate lowest rates and upgrades
- Hotel or ship inventory management
- Meeting space coordination
- Review of vendor contracts
- Coordinate billing process
- Concessions

## Technology

- Customizable app
- Gamification
- Customized registration site build
- Risk management support
- Pre-event equipment ordering
- On-site management
- Social media strategies

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