

SERVICES OFFERED

Project Management

- Strategic advice and consultation
- Financial planning
- Operations planning and management
- Risk mitigation

Financial Management

- Event budget
- Accounting and financial policies
- Consultation on financial structure specific to nature of event, taxes, incorporation, governance
- On-going operating budgets and financial reports
- Event “trust” account for collecting funds and disbursements
- Financial administration of event funds
- Liaison with auditors, insurance, lawyers

Site Selection and Contract Negotiation

- Sites for event and off-site functions
- RFPs preparation and evaluation for contracted services
- Contract negotiations
- Site visit and evaluation

Marketing and Promotion

- Graphic design
- Visual identity
- Website development
- Electronic marketing
- Social technology
- Event publications

Planning and Logistics

- Timeline Creation and Monitoring
- Event Plan/Event Specification Guide Creation
- Budget Development/Management/Oversight/Reconciliation
- Supplier Solicitation/Management/Contract Negotiations on behalf of the client
- Determine Signage requirements
- Reporting – Pre and post event reporting to include:
 - Hotel Pick Up/Pattern
 - Registration/Accommodation
 - Final Attendee/Exhibitor/Sponsor Reports
 - Recommendations for future
 - Trends
 - Complete overview of event – total worth of event for negotiation leverage in future

Planning and Logistics (continued)

- Onsite Logistics Management
 - Pre-con meeting with facilities and suppliers
 - Provide seasoned staff onsite
 - Anticipate potential issues
 - Constant communication with all suppliers and facility
 - Check room set-up and schedule
 - Audio visual and food and beverage orders
 - Production monitoring
 - Transportation monitoring
 - Monitor all deliveries

- Communications – audience participation tools; attendee and supplier communications
- Design services – websites, printed publications, print management
- Abstract Management (electronic)
- Evaluations
- Food and beverage management – menu design/ordering proper amount of food
- Audio visual management – general session, break out rooms, webcasts
- Production management – lighting, sound, video, staging, protocol set-up (flags)
- Function Room Sets & Logistics
- Speaker/program Management
 - Call for Papers
 - Abstract, presentation, collection of AV requirements
 - Scheduling
 - Post event thank you notes
 - Speaker evaluations
 - Communications with speakers
 - Speaker travel/hotel arrangements

- Transportation - airport transfers/sedan service/tours/city wide routes
- Security
- Entertainment Booking and Management
- Personalized meet & greet
- Destination management services (companion and delegate social programs)

Sponsorship Program Development and Sales

- Sponsor program development
- Sales strategies
- Pre-event logistics
- Sponsor kit/contract/policies/rules & regulations
- General services contractor solicitation/management
- Monthly and post event reports
- Sponsor support
- Sponsorship timeline and tracking of deliverables

Exhibit and Tradeshow Management and Sales

- Floor plan design; floor management
- Sales Strategies
- Sales fulfilment, payment and collection
- Assign booths, send exhibitor confirmations
- Pre-event logistics
- Exhibitor prospectus, policies, agreement, rules & regulations
- General services contractor solicitation, management
- Ongoing and post event reports
- Lead Retrieval systems for exhibitors
- Exhibitor support
- Exhibition timeline and tracking of deliverables
- Exhibitor appointed contractor liaison
- Onsite management from set-up to tear down
- Insurance requirements

Online Event Management System

- Establish an event Secretariat
- Internet based event managements solutions (Registration, Abstract, Exhibition, Appointment Scheduling and Housing)
- Sending confirmations
- Communication with registrants
- Customer service
- Create badges and delegates packages
- On-site registration management
- Complete reporting
- Housing coordination for delegates, speakers, VIPs

Special Event Planning

- Receptions
- Parties
- Offsite Events
- Tours and excursions
- Companion programs

Additional Information

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