



GOVE GROUP, INC.

CONFERENCE
MANAGEMENT
SERVICES

STRATEGIC PLANNING & PROGRAM DEVELOPMENT

- Assist you in setting conference goals and establishing attendee outcomes
- Determine strategy and necessary major tasks for achieving conference goals and maximizing return-on-investment
- Oversee program development, session placement and format to enable optimal attendance and engagement
- Research and assist in attainment of workshop accreditations and continuing education units

DEVELOPMENT & MONITORING OF CONFERENCE

- Work collaboratively to develop a grid that shows conference activity timeline and all major tasks to be performed in preparation for the conference (includes task, date, and responsibility)
- Monitor the progress of the conference activity timeline
- Work with you to develop and follow your conference budget
- Correspond via telephone and email to ensure seamless implementation

SITE SELECTION & PREPARATION

- Prepare a RFP of conference site needs
- Conduct a site search throughout the USA to assist organization in selecting the most appropriate conference site
- Conduct site visits and provide a report to you with recommendations as to the most appropriate site
- Negotiate conference site contract on behalf of organization
- Serve as single point of contact with conference site hotel
- Monitor and comply with hotel contract
- Plan for all food and beverage functions at hotel. Select menus. Negotiate pricing. Order exact amounts of food immediately prior to the conference. Monitor billing.
- Plan all function rooms for the conference. Assign rooms according to group needs. Instruct hotel to set rooms according to group needs. Prepare for all audiovisual needs.
- Negotiate with vendors for all conference needs related to audiovisual equipment, office equipment, and office needs. Determine best pricing and enter into a contract for duration of conference. Monitor billing.
- Monitor sleeping room block at hotel. Receive weekly pick-up reports from hotel. Monitor usage and prepare for overflow needs if necessary. Compare conference registration list to sleeping room block and investigate discrepancies.
- Work with you and hotel to determine the number of earned comp sleeping rooms and the assignment of these rooms
- Coordinate VIP sleeping room needs with you and hotel

OFF-SITE ACTIVITY MANAGEMENT

- Contact and schedule off-site venues for day tours and evening activities

MARKETING, SPONSORS & EXHIBITIONS

- Assist in preparing materials for marketing, sponsorship and exhibitors
- Create Teaser Card, Registration Brochure, and Conference Program

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SPEAKER ASSISTANCE & COACHING

- Develop and disseminate a Call for Presenters; Manage responses
- Assist in identifying and securing interesting and informative speakers
- Share information on effective presentation formats with speakers, including ways to make presentations more interactive and focused on particular needs and interests of the audience
- Manage program details, presentational aids and audio visual arrangements for speakers
- Assist in rooming and travel arrangements

REGISTRATION PROCESS

- Design/update a customized database for your conference
- Develop a registration confirmation response to be sent electronically via database to all registrants
- Accept and respond to all phone, fax and email correspondence with registrants and potential registrants
- Accept and process all conference registrations, including registrant data and payment through both digital and/or paper systems
- Prepare and deliver invoices as necessary
- Prepare a weekly report and forward checks to your office
- Prepare a weekly registration report beginning 10 weeks prior to the conference, and forward the report electronically to your office.
- Prepare additional registration reports as needed
- Supply an electronic version of the complete database to you at the conclusion of the conference
- Confirm correct level of registration fee based on your membership list

ON-SITE PREPARATION

- Order and prepare name badges for all registrants
- Prepare name badges for VIPs, board members and speakers
- Order and distribute name badge ribbons
- Prepare on-site registration documents (registration forms, receipts, etc.)
- Prepare a Directory of Attendees, Speakers, Exhibitors, and Sponsors for distribution
- Prepare all on-site signage
- Contact, schedule and coordinate on-site volunteers as needed

ON-SITE MANAGEMENT

- Direct all on-site activities with venue and attendees

CONFERENCE EVALUATIONS & FINAL REPORTING

- Prepare evaluation forms for conference attendees, distribute, collect and tabulate results
- Prepare a final report of conference finances, registration statistics and other key details
- Prepare a report of best practices and recommendations for future events

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