

Turnkey services from your Conference Illustrator

1. Bidding

- Preparation of country bid in consultation with the local association

2. Conference Budgeting

- Expense estimation
- Revenue generation

3. Conference Collaterals

- Conference logo designing
- Look & feel
- Text for collaterals
- Designing & printing – a. Registration brochure
b. Sponsorship brochure
c. Souvenir

4. Website

- Website layout designing
- Updating
- On-line forms – a. Registration form
b. Abstract Submission form
c. Hotel Accommodation form
d. Tour Booking form
- Payment gateway
- Payment gateway monitoring

5. Pre Conference Secretariat

- Maintaining invitation
- Communications to deal with enquiries & registrations
- Visa assistance
- Mailing
- Database cleaning & updating
- Conference programme scheduling
- Maintaining participant list

6. Abstract Management

- Online collection
- Online review
- Abstract CD making
- Program book making & printing
- Full papers CD making
- Abstract review room management

7. Venue

- Venue selection & all necessary negotiation for conference & banquet

8. Accommodation Management

- Hotel selection
- Negotiation for rates
- Contract finalization
- Sketching optimum room packages
- Communication with delegates for room reservations
- Monitoring to smoothen reservation procedure
- Monitoring to smoothen check in procedure

9. Marketing to Exhibitors

10. Media Access

- Press releases
- Press interaction / conferences
- Press Kits

11. Clearances

- Nodal Ministry & MEA & MHA and State Government
- ITPO in case of exhibitions

12. Delegate Badges

- On-site badging software
- Bar coding
- Photo IDs

13. Exhibition / Symposium Management

- Area layout designing
- Auto CAD drawing for stall
- Stall installation
- Graphics designing & printing for collaterals
- Space allocation
- Response management with exhibitors
- Exhibitor registration

14. Delegate Bags & other Deliverable Collaterals

15. Signage Designing & Printing

16. Audio Visuals

17. Video Coverage & Photography

18. Webcasting

19. Simultaneous Interpretation

20. Programme Committee Support

21. Temporary Staff

22. Airport Facilitation

23. Hall Management

24. Transportation

- Conveyance arrangement for airport
- Venue-hotel-venue transference
- Transportation to/from evening socials

25. Social Events

- Banquet area & stage decoration
- Food & Beverages
- Entertainment shows
- Obtaining clearances from the concerning authorities –
 - a. Entertainment Department
 - b. Fire
 - c. Traffic
 - d. Police
 - e. Security etc.

26. On-site Coordination

27. On-site Registration

28. Security Arrangement

29. Walkie-Talkies / Telephones & other Messaging Systems Arrangement

30. Incentive Tours (local sightseeing, pre & post-conference tours)

- Sketching customized itinerary
- Provide guide
- Entire transportation arrangement
- Hotel reservation
- Adventure tour arrangement

31. Final Accounting

32. Catering/Food Court Arrangement

33. Freight & Forwarding