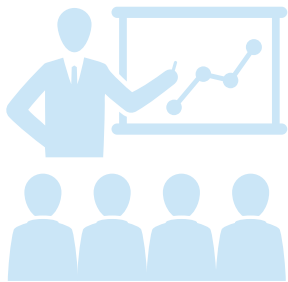




Conference Management

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 *

11,040

Events & Meetings Per Year

3.8+ Million

Hotel Rooms Booked Per Year

\$778+ Million

Group Room Contracts Per Year

450

Events Managed by Conference Management

262,800

Transactions Handled by Registration

636,000

Room Nights Booked Through Housing

12,000

Rooms on Peak - Largest Housing Group

40,000

Transactions - Largest Registration Group

* Statistics are as of year-end 2016.

Let's Talk

ConferenceDirect Global Headquarters

P.O. Box 69777
Los Angeles, CA 90069

📞 323-648-3246 | 📠 323-655-3849

Email: contact@conferencedirect.com

