

Services

- ⊙ Event concept and design
- ⊙ Venue liaison & coordination
- ⊙ Registration set up and management
- ⊙ Delegate registration, accommodation & travel
- ⊙ Speaker's coordination & assistance
- ⊙ On-site conference management
- ⊙ Technical and audiovisual management
- ⊙ Supplier management
- ⊙ Complete event management & coordination
- ⊙ On the day coordination
- ⊙ Budget management
- ⊙ Sponsorship support and liaison
- ⊙ Marketing, publication and social media coordination
- ⊙ VIP management and liaison
- ⊙ Program development and coordination
- ⊙ Presentation and document preparation and delivery
- ⊙ Total project coordination & management