



MEETING PLANNING SERVICES

FINANCIAL/BUDGETING REVIEW

- Create and maintain the master conference budget
- Gather and analyze proposals from all third-party vendors
- Oversee/Track venue and vendor payment schedules and invoice timelines

CONFERENCE MANAGEMENT SERVICES

- Coordinate A/V, IT, electrical, and staging requirements with the venue
- Lead pre-conference briefing with vendors and staff
- Create and review Banquet Event Orders (BEO's) with venue and staff
- Real-time problem-solving and contingency management
- Dedicated On-Site Conference Manager
- Organize, analyze, and report post-conference survey results

MARKETING & COMMUNICATIONS SERVICES

- Develop a marketing plan and develop rollout
- Distribute electronic promotional materials (e.g. save-the-date, call for abstracts, etc.) to SMA's distribution list

Abstract Submission System

- Set up an abstract submission system and review portal
- Assign reviewers
- Provide a detailed submission report with score breakdowns for session scheduling

Exhibit and Sponsor Management

- Design and oversee the exhibit hall layout in coordination with the hotel and decorator
 - Distribute exhibitor kits and logistics information
 - Design Sponsor & Exhibitor Prospectus
 - Provide customer service support to exhibitors and sponsors
 - Coordinate with exhibit services vendors for booth, freight, and logistics
 - Supervise move-in/ move-out, ensuring compliance with safety guidelines
 - Manage and create exhibitor and sponsor registration sites
 - Provide monthly revenue transfers and reporting
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