



## CONFERENCES

As a Professional Conference / Congress Organizer (PCO) we provide “*Conference Management Services on Turnkey*’ basis whereby everything right from the conceptual stage till execution, is taken care of by **SPICE**.

As an IATA accredited travel company, **SPICE** brings in-house travel capability besides experience of dealing with multiple aspects & agencies.

Thus we provide a ‘*One Stop Service*’ whereby client is able to focus on the technical content instead of being bothered with everything.

**SPICE** scope of work would generally include :

- REGISTRATION / HOSPITALITY / HELP DESK / SECRETARIAL SERVICES
- TRANSPORTATION : from/to airport & venue, Local use, shuttling
- VENUE and STAGE : décor, selection and management,
- EXHIBITION & BRANDING : designing, printing, display
- EVENT FLOW : Audio Video equipment, MC, Entertainment,
- SOCIAL EVENTS & MEALS before & during conference, Theme / Gala dinners
- SPEAKERS / VIP handling
- HOTEL ACCOMODATION at or near venue
- TRAVEL ASSISTANCE : Flight tickets, confirmations, changes etc
- TOURS : For delegates, accompanying persons (technical, local & around)
- STAFFING : Project based pre & during conference, adequate manning, security

## CONGRESSES

We provide comprehensive services enabling our clients to attend large International & National Congresses – once again right from registration, Visa, Flights, Hotel stays, Meals besides travel to Congress venue and pre and post touring ( local and to nearby cities/countries ).

We have worked with regularity with large Conference organizers like FICCI in India and with PCOs in Europe, America & several other countries for several Medical Congresses in the field of Cardiology, Diabetes, Nephrology etc.

**@ SPICE organized CSI Conference in Mumbai - 4000 plus delegates !**