

ASHEVILLE MEETING LOGISTICS

WHO WE ARE

We are meeting planners located in Asheville, NC. With over 65 years of combined experience, we have the expertise and the local contacts to make your conference, meeting or event successful!

WHAT WE DO

Our planners can manage all aspects of your next meeting, conference or symposium.

We have extensive experience in managing medical education conferences

We would be thrilled to plan your next business or social event

We will serve as your local representative, ready at a moment's notice to "be there when you can't"

WHY CHOOSE US

Hire local!! Our planners are long-time residents of Western North Carolina and know this area well.

We would love to help you have a stress free and successful event in this beautiful mountain landscape.

We strive to give you a return on investment that makes your meeting highly successful.

PRE-EVENT PLANNING

- Secure the perfect venue in Asheville or Western North Carolina
- Assist in budget development
- Negotiate contracts with vendors
- Manage all pre- and post- communications with attendees, speakers and exhibitors
- Assist with securing speakers and coordinate speaker travel
- Coordinate exhibitor and vendor support
- Maintain confidential attendee database
- Meet with venue representatives to survey and confirm meeting specifics
- Develop agendas
- Marketing and advertising

ON-SITE MANAGEMENT

- On site logistics, registration, and accounting
- Prepare and distribute name tags and attendee materials
- Concierge services for attendees, guests, speakers and exhibitors
- Food & Beverage cost oversight, quality of service, presentation and taste
- Manage hotel room block
- Coordinate VIP attendees
- Manage group and private transportation needs
- Coordinate AV/Wi-Fi/Electrical needs
- Exhibitor set-up and take-down
- Coordinate shipping and receiving

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MEDICAL EDUCATION

- Apply for and secure educational credit from your designated entity
- Highly skilled in completing and fulfilling continuing education provider requirements
- Extensive experience securing nationally recognized speakers
- Grant writing for non-profits to secure unrestricted educational grants
- Experience with various physician Medical Board Certification Credits (Maintenance of Certification)

POST MEETING

- Prepare final actual budget
- Prepare revenue and expense reports
- Maintain complete records for all agreements, contracts, emails, etc.
- Manage all post communication with designated company contacts
- Develop and manage post activity attendee/exhibitor evaluations if needed
- Maintain confidential client list and database
- Post educational surveys or tests as required

RETURN ON INVESTMENT

- Review and approve all invoices for compliance with contract
- Research and recruit industry supporters to help reduce your expenses
- Assist in establishing levels of sponsorship to reduce costs
- Analyze pre and post evaluation instruments to determine ROI