Terms for organising a Focused Meeting

What we will do:

• Source venues and negotiate deals
• Source and book accommodation for invited speakers
• Source accommodation options for delegates
• Sign contracts
• Set and manage the budget and all financial transactions
• Manage invited speaker registration
• Manage abstract submission, outcomes and communication
• Manage delegate registration before, during and post the event.
• Arrange social activities and conference suppers
• Market the meeting through various media such as social, the Society newsletters and websites
• Manage and secure sponsors and exhibitors
• Design and print all meeting collateral including, a printed programme guide, an online abstract book, meeting flyers, posters and email banners
• Provide all onsite logistics, including meeting set up, delegate registration and close down.

What you will do:

• Send the list of confirmed speakers and contact information
• Identify potential exhibitors and sponsors
• Boost attendance by promoting the meeting within your community and networks
• Create a scientific schedule including speaker running order
• Provide:
  – a list of key topics (4-5)
  – a relevant photo
  – a short descriptive paragraph of the meetings
  – a list of organisers
  – partner logos (if relevant)
  – 150 word meeting introduction and personal photo
• Review and allocate abstracts
• Review and approve the marketing collateral