

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