

PCO SERVICES

1. General Requirements - to work with the Organising Committee and be directly responsible for all aspects of the organisation of the Conference.
2. Administration - management and co-ordination of all administration matters relating to the Conference.
3. Abstract Handling (should include on-line abstract handling and/or paper abstract handling, the abstract review process, production of an abstract publication, etc.)
4. Speaker / Programme Management (should include the co-ordination of the speakers, the planning of the sessions, the overall logistics related to the contents of the congress programme, and the production of a programme overview)
5. Marketing & Promotion (should include the development and execution of a congress marketing & promotion strategy, production of the various announcements and programmes as well as promotional material, and presentation / representation of the event to potential participants, sponsors or other stake holders)
6. Budgeting (should include drafting and managing of the congress budget)
7. Financial Management (should include the management of bank accounts, cash flow, taxes, preparation of accounts etc. as well as invoicing and payments)
8. Exhibition (should include the selection of exhibition space, the preparation of exhibitor guidelines and exhibition floor plans, the sales and allocation of stand spaces, the co- ordination of stand services, invoicing, and the co-ordination of set-up and dismantling of the exhibition)
9. Sponsorship (should include the identification and development of sponsorship opportunities and guidelines, the sales and marketing of sponsorship opportunities to potential sponsors, and delivery)
10. Registration (should include on-line registration and paper registration, on-site registration, collection of fees, and statistical reports on registration numbers, breakdowns etc.)
11. On-site Management (should include the selection, contracting and co-ordination of supplier services required and the on-site management of the event)
12. Congress Materials and Print (should include design and production of any and all congress supplies such as programmes, badges, bags, etc.)
13. Venue Selection (should include the selection of the venue and the negotiation of the contract)

14. Hotel Reservation / Accommodation (should include hotel block-bookings, allocation of hotel rooms to individual participants and/or groups, payments, management of modifications, reporting, etc.)

15. Social Programme (should include the proposal, sales and management of various social programme activities such as opening & closing ceremony, gala dinner, etc.)

16. Tours (should include the proposal, sales and management of accompanying participants' programmes, and pre- and post-congress events etc.)

17. Transport (should include airport meet and greet, airport transfers, hotel-conference centre shuttles, public transport tickets, VIP cars, scheduling and management)

18. Website - management and co-ordination of a dedicated website for the Conference.

19. Food and Beverage - management and co-ordination of all food and beverage requirements for the Conference.

20. Accompanying Persons Program - design, co-ordination and management of an appropriate Accompanying Persons Program for the Conference

21. Translation and interpretation - Management of translators and interpreters for all conference documents, and to assist delegates during the conference. (if required).