

Chose the level of support which is required for your the event. Either choose from one of our packages or, if none of them are quite right, get in touch for a custom package quote. Packages up to 50 delegates are negotiable.

Events up to 50 participants including type of services packages with the price per person

SERVICE	Economy class	First class	Premium class
	30 EUR (excl VAT)*	40 EUR (excl. VAT)*	50 EUR (excl. VAT)*
Finding and liaising with the venue	X	X	X
Poster and invitation for the event		X	X
Contacting delegates	X	X	X
Budget forecast	X	X	X
Processing the registration of the event	X	X	X
Liaising with sponsors			X
Budget control		X	X
Speakers management		X	X
Delegate management		X	X
Collection the posters and preparing the stuff for poster session			X
Delegate badges		X	X
Attendance sheet with EC funding dissemination	X	X	X
Arranging the conference merchandise			X
Social media promotion			X
Travel information for delegates	X	X	X
Social activity management			X
Arranging the photographer			X
Registration desk and local support (travel expanses excluded)			X
Assistance for duration of the meeting max 8 hours a day (excluding travel)			X
Feedback analyse			X
Poster session arrangement		X	X

*21%

Additional service (on request) event website, bok of abstracts, conference fee administration.

Full conference management % commision from gross amount of the conferene

11 - 15 % for 51 - 100 delegates	8 - 10 % for 101 - 300 delegates	5 - 7 % over 300 delegates
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