Services Conferences has to offer

Conferences can help and advise you on the following:

1. **Project management**
   - Attending meetings with Local Organizing Committee
   - Preparing and monitoring time schedule and list of actions
   - Preparing and monitoring budget
   - Advice on choosing and booking of conference venue and internal and/or external meeting facilities
   - Preparation of conference/event scenario, coordination of execution of the scenario during the conference
   - Evaluation of the conference/event with the client
   - Financial settlement of the conference

2. **Abstract handling**
   The Conference Office TU/e will take care of all the administrative formalities relating to abstracts, including the reviewing process
   - Registration of abstracts via the internet
   - Collecting of submitted abstracts
   - Sending out confirmations to authors
   - Creating an online review form for reviewers
   - Contact with reviewers about review instructions and review results
   - Informing authors about abstract status
   - Collecting of full papers via the internet
   - Assembling sessions/program
   - Ready print copy of book of abstracts

3. **Registration of participants and project secretariat**
   - Registration of participants via the internet
   - Correspondence with participants
   - Sending confirmation letters and invoices
   - Collecting and processing of conference fees
   - Registration and allocation of hotel rooms
   - Production of individual documents, such as invitation letters
   - Preparation of documents for registration desk: name tags, participant lists, checklists for registration, etc.
   - Registration of participants during the conference and financial desk

4. **Other services**
   - Contacting invited speakers about travel and hotel accommodation
   - Handling contact with (possible) sponsors about possibilities and pricing
   - Organization of Poster sessions
   - Exhibitions
     - corresponding with and assisting exhibitors
     - coordinating the allocation of stands
• Social Program, special events and partner program
  o composing of the program, visiting the chosen venue(s) and negotiating
    price arrangements for meeting rooms, technical equipment, catering,
    decorations, conference dinner, visits to companies, technical excursions
  o handouts, admission tickets, route description and badges
• Contact with hotels
• Catering
  o obtaining estimates and making arrangements concerning lunches,
    receptions, dinners, etc. in consultation with the client
  o confirming arrangements, including numbers, exact times and locations