

# Meeting Packages

**We realize that each meeting is different.** This grid is designed to provide you with information on the services that HQ can provide to support your group in producing a successful meeting. We are flexible and happy to design a package that is specific to your meeting. Please contact us if you are interested in learning more about our services. **Tressa Patrias, Director of Meetings & Logistics, [tpatrias@scisoc.org](mailto:tpatrias@scisoc.org)**

In-Person Meeting	Basic	Level 1	Level 2	Level 3 Full Service
HQ staff sets up and manages event registration (weekly reports and final report to organizer).	•	•	•	•
HQ staff reviews contracts (hotel/venue, audio visual vendor, etc.). Meetings Dept is available to advise organizer if needed.	•	•	•	•
HQ staff creates a landing page for the event (event information, schedule of events, registration information, abstract submission process [if applicable], etc.). Organizer is responsible for providing these details in a timely matter.		•	•	•
Level 1 marketing support. Organizer provides content and scope of recipients to pull for 2 promotional emails. HQ staff edits and sends emails. Includes promotional blurb in upcoming monthly society newsletters to members. Posts copy on 1 separate occasion across official social media accounts for the society.		•	•	•
HQ staff creates RFP and sources meeting venues. Makes recommendations and negotiates contract(s).			•	•
Initial set up of Abstract management system (submission process, engagement, reporting, etc.), including set up of abstract fee if applicable.			•	•
Confex Web App (browser-based version of the schedule, public access) provided for registrants.			•	•
Logistic planning in an advisory capacity.			•	•
Sponsorship administration (invoice/collect payment, display logos on website, basic reports). Driven by organizer.			•	•
Marketing support (3 targeted emails total; 3 social media posts total; society newsletter). Organizer provides content. Marketing edits and sends emails. Includes promotional blurb in upcoming monthly society newsletters to members. Posts copy on 2 (additional) separate occasions across official social media accounts for the society.			•	•
Basic ePoster management set up.			•	•
HQ staff provides Confex Web App and Mobile App for registrants.				•
HQ staff provides conference planning (develop budget; hotel/venue; Food & Beverage; audio visual; entertainment, tours, onsite management, etc.). Oversees safety compliance at local and national levels. Works with the organizing committee to ensure goals are met.				•
Sponsorship sales and management (develop packages/levels, contact and sell, set up, reports, sponsor support, etc.).				•
Speaker/presentation management (submission setup, reports, speaker support, speaker travel coordination, honorariums, etc.).				•
ePoster management (set up, tracking, author engagement, reports, etc.). Training for posters.				•
Design, print, ship easel signage (22x28). Maximum 10 signs. Information for signs is driven by organizer, and text is required 8 weeks prior to start of meeting.				•
Print and ship name badges to venue.				•
Onsite program flyer design and production. Information required 6 weeks prior to start of meeting.				•
Onsite staff (1 person).				•
Full Marketing support – HQ staff can assist with providing a holistic meeting experience for attendees, which includes meeting with the organizer to determine the look and feel of the event, assisting with promotional messaging, and managing graphics across promotional channels.				•
Send out pre meeting orientation email.				•
Post Meeting Survey – Create, send out, collect, report.				•