



Conference Services

Basic Packages

Basic Registration Package

- Develop online registration site
- Process payments online and via cheque, internal transfer and wire transfer
- Send confirmations and receipts electronically to registrants
- Prepare quick registration reports for client
- Remit taxes to Government of Canada
- Provide final report of revenue less expenses from registration account
- Send up to 4 email communications to all registered delegates from the committee

Pricing

\$12/per registered attendee + credit card fees (average 1.68%)

Basic Meeting Planning Package

- Book and coordinate all meeting space and set-ups
- Coordinate all a/v and technical services
- Coordinate food and beverage services
- Coordinate program printing

Pricing

- 1-50 Attendees: \$150.00 coordination fee
- 51-150 Attendees: \$450 coordination fee
- 151-300 Attendees: \$900 coordination fee
- 300+ Attendees: \$1500 coordination fee

Full Conference Management Packages

Tier 1 Basic Meeting Planning Package +

- Prepare basic nametags, using a template for all pre-registered attendees
- Develop, manage and report on conference budget
- Receive sponsorship and other funding monies and manage in an internal event account
- Process and pay conference-related invoices
- Provide regular budget updates with projections and actuals
- Produce a final conference reconciliation
- Provide basic on-site support where needed

Pricing \$15/ per registered attendee

Pricing including registration services \$25/ per person + credit card fees

Tier 2 Tier 1 Package +

- Prepare upgraded nametags
- Manage hotel room block(s) for delegates
- Obtain quotes/negotiate contracts with venues and suppliers for Social Events
- Coordinate all details of social events with venue, suppliers, including transportation
- Prepare, update and manage conference planning timeline
- Attend conference planning meetings
- On-site conference staff for the duration of the conference to troubleshoot logistics
- Produce custom tickets for special events, meals, excursions etc.
- Order and prepare delegate kits

Pricing \$25/ per registered attendee

Pricing including registration services \$35/ per person + credit card fees

