



Meeting Industry Experts, Inc.
A Meeting and Mentorship Services Company

Our clients are saving thousands of dollars because they contracted with us!

Call or email us today to set up a conference call to discuss your meeting and event needs.

Kim Perone, Director of Communication & Marketing
 KPerone@Meetingie.com
 (518) 280-4421

MAXIMIZE YOUR MEETING RESULTS WITH OUR INTERNATIONAL COUNCIL OF MEETING EXPERTS

MEETING SERVICES:

- Event Registration
- Housing Management
- Conference Management
- Site Selection / Contract Negotiation
- Speaker/Exhibitor/Sponsor Coordination

MENTORSHIP & EDUCATION:

- Meet the Meeting Planner Round Tables
- Meeting Planner Mentorships
- Hospitality Forums

visit us online at www.meetingie.com

Meeting Industry Experts, Inc. (MIE) is a full service meeting and conference planning business based in Schenectady, New York with satellite offices in Arizona, California, and Florida. To meet the needs of its clients, **MIE** offers an array of meeting and conference planning services including:

- **Site Selection (complimentary service)**
- **Contract Negotiations**
- **On-site Management**
- **Pre-event Planning**
- **Budget Management**
- **Registration Management**
- **Exhibitor/Sponsor Marketing and Coordination**
- **Marketing and Communication Services**
- **Speaker Coordination**
- **Post-event Activities**

"You once again did a terrific job of staying on top of the many facets and issues of this complex meeting, and performed at the level I have come to expect from you day in and day out. With this accomplishment, MIE has again confirmed why it is an important part of the NADCO team. 'Irreplaceable' comes to mind when I think of your years of service to NADCO."

Christopher L. Crawford
 President and CEO

National Association for Development Companies, McLean, VA

"I have received many emails with high praises for the conference. Before the Thanksgiving break, I just wanted to say that it was great working with you both. We put on a top-notch event. Your expertise and hard work are evident. I send my heartfelt thanks to you both. We're getting a good return on the evaluations -- almost 22% so far. Amazing results -- great that 86% would attend the next conference."

Jane Weissman
 Executive Director

Interstate Renewable Energy Council, Boston, MA

"MIE and I have worked together closely for years. They are extremely knowledgeable and go way above and beyond to get a job done and satisfy customers. Their strengths include knowledge of the hotel and meeting industries, many outstanding and varied contacts, willingness to be flexible to get the job accomplished."

Joyce Steele
 Owner

Joyce Steele & Associates, Orlando, FL



MIE offers an array of services as a la carte options for meetings, conferences, and events.

Site Selection (site selection and contract negotiation process): complimentary

MIE will request a profile of your company and any historical information on previous meetings held and will meet with you via telephone or in person to learn more about your meeting goals and your organization. MIE will learn all the necessary information on the actual meeting to include specific agenda and meeting needs, become authorized to contact hotels, convention centers, and/or any outside vendors on behalf of your organization for the purpose of hotel negotiations in pre-approved destinations. MIE will introduce your detailed profile to establish a professional relationship with all hotels in consideration in the approved destinations from the very beginning.

During this process MIE will review all venue contracts with you and provide appropriate language to protect you as well as the venue. We have years of contract negotiation skills and are continually updated and educated on the latest issues in the meeting planning industry. While we do not sign the contracts for you, we treat each one as if we do. You do not have to worry about the "small print" as we review every word to ensure that you are protected in every way. Examples include issues such as, ensuring your food and beverage minimums are realistic for your programs, attrition clauses that provide liquidated damages based on profit and sale of guest rooms and dual cancellation clauses. This ensures that if the hotel oversells their space you have recourse. Force Majeure clauses cover your specific needs for the area that you are having your meeting.

Meeting Management Services:

MIE will provide pre-event and post-event work deemed necessary by the customer to ensure a smooth and stress-free event to include: budget management, monitoring, reporting, and setup periodic review meetings providing an updated budget spreadsheet, with each cost line item, planning progress, review invoices, billing, resolve discrepancies, provide final clean invoice to client for payment, food and negotiation of food and beverage (F&B) functions: review menus from venue and present menu options for each food and beverage event to client for approval, execution of all banquet event orders (BEO), tracking attendance and supplying hotel with final numbers.

Exhibit/Sponsorship and Sponsorship Services:

With your industry specific contacts, MIE can help create a database of prospective exhibitors and sponsors, create professional emails for outreach and follow up with direct and effective telephone calls. In addition, we help our clients with creative options for exhibit and sponsorship opportunities. During the event, MIE provides on-site coordination and management.

Audio Visual:

Create and send RFP (per day room) to a minimum of (3) three companies. Negotiate best and final offer from all approved audio visual companies selected-provide updated information in budget spreadsheet. Set up of all telephone and internet services and electrical needs-work with venue to establish all telephone and internet requirements; negotiate best and final offer. Meeting layouts-reviewing agenda with venue to ensure meeting room capacity meets group needs. Guestroom accommodations-update client on guestroom block analysis. Review possibly red flags concerning attrition or other issues.

Post Conference Activities:

MIE reviews invoices, creates and distributes conference surveys and evaluations.

Additional On-site Activities:

Establish any additional on-site activities such as golf, etc. Coordination of Vendors. Create RFP for each vendor. Each program, set up bid process. Shipping/ Receiving.

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On-Site Management:

Provide on-site management for your event. We will conduct and/or assist with all or any of on planning and execution of a program.

Speaker Management:

MIE can assist in creating a Call for Papers, organizing for your team's review to create the agenda, coordinate all speakers and their slides/presentations, and provide on-site coordination of speakers and VIPs.

Registration Management:

Configurable registration forms with up to 10 additional user-defined fields; separate registrations for attendees and speakers, sponsors. Accept secure credit card payments through AuthorizeNet or PayPal Registration types and options. Register for activities, events, meals, including options for each. Allow for submittal of abstracts/proposals for presentations and workshops. Assign numbers and master sheet of all abstracts submitted. Prepare abstracts and send to review committee. Generate personal schedules for all attendees, speakers, sponsors.

Event Registration Marketing Features:

We coordinate with our clients to create conference information to be used on the client's website.

Planning:

Manage hotel blocks, room change reports, activity sign-up lists, activity capacity management, presentation, agenda building, speaker upload of presentations slides, filtering and email blast, unlimited administrative users, budgeting tool for tracking fixed and variable expenses/large number of reports.

On-site Materials and Resources:

Prepare and assemble registration folders with inserts including, but not limited to, Final Program, Attendee List, Speaker's bios, Presentation Abstracts, Sponsorship List, etc. We will coordinate any "give away", provide on-site check-in function, print badges, schedules, create conference document library kiosk, provide for event webcasting.

On-Site Registration Management:

MIE will provide on-site registration management for your event. We will provide a registration manager and additional staff to cover on-site registration during the hours stated in the solicitation. We will coordinate with the hotel the use of laptops and printers as well as any required electrical or internet access requirements and payment for these services. The manager will provide up to date reports listing actual attendees as well as all registrants.

Marketing and Communication Services:

MIE has in-house resources to provide clients marketing and communication services to increase awareness of the upcoming conference or event and ultimately improve registration and exhibit/sponsorship. Activities such as building and maintaining a database of contacts, conference and event invitations (email and print), public relations, social networking, traditional media, advertising, and mobile applications can be done for you—all in coordination with the conference details and goals. We ensure your prospective exhibitors and attendees are fully aware of your event before, during, and after the conference.