



MEETING EXCELLENCE

Meeting your expectations of excellence



We plan internal and external meetings, events and incentive trips of any size within the U.S. and globally at a reasonable price.

Some of our meeting and event responsibilities include

- ▶ Hotel site selection and contracting
- ▶ Ground transportation arrangements
- ▶ Air travel coordination
- ▶ Registration website development and management
- ▶ Rooming list management
- ▶ Meeting room arrangements
- ▶ Audio visual (AV) coordination
- ▶ Automatic response system (ARS) coordination
- ▶ Transcription coordination
- ▶ Food and beverage needs
- ▶ On-site meeting or event materials
- ▶ Staging and ambiance coordination
- ▶ Team activity coordination
- ▶ On-site management

Incentive Travel

Travel is one of the most powerful motivating incentives to achieve and sustain a high-performing corporate culture. Together, we can build a travel package that motivates your team and clients.

“They are a class act. I would recommend them to any company looking for a **fun, professional, and reputable group** to manage their important meetings.”

- Global Pharmaceutical Company

Examples of internal meetings and events

- ▶ Sales and marketing meetings
- ▶ Training meetings
- ▶ Board of director meetings
- ▶ Human resource hiring meetings
- ▶ Company meetings and events

Examples of external meetings and events

- ▶ Advisory boards
- ▶ Focus groups
- ▶ Product launches
- ▶ Company-sponsored events
- ▶ Conferences

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