

KW List of Services

Conference Related Services

Bidding

- Preparation of country bid in consultation with the local association

Budget for the Conference

- Estimate of expenses
- Revenue Generation

Conference Collateral

- Design the conference logo
- Look & Feel
- Text for collateral
- Designing & Printing - Mailers and Registration Brochures, final
- Conference Programme, Sponsorship brochure, List of Participants, Souvenir, Proceedings etc
- Mailing
- Database Cleaning & Updation

Website

- Website Design
- Updation
- On-line Registration Form, Hotel Accommodation and Tour booking forms
- Payment Gateway

Pre Conference Secretariat

- Communications to handle enquiries & Registrations
- Visa assistance

Negotiation with Venue

- Venue selection & negotiation
- Banquets

Accommodation at hotels

- Selection & negotiation for rates
- Designing optimum room packages
- Contract finalization
- Monitoring & facilitating reservations
- Communication with delegates re room reservations

Marketing

- Delegates
- Exhibitors
- Sponsorships

Media

- Press releases
- Press interaction/conferences
- Press Kits

Clearances

- Nodal Ministry & MEA & MHA and State Government
- ITPO in case of exhibitions

Delegate Bags & related collateral

Signage

Audio Visuals

Photography & Video Coverage

Webcasting

Simultaneous Interpretation

Programme Committee Support

Abstract Management

- Online Collection
- Online Reviewing
- Abstract CD, Program Book, Full Papers CD, Speaker Prep Room

Temporary Staff

Delegate Badges

- Software for onsite badging
- Bar coding
- Photo IDs

Airport Facilitation

Hall Management

Transportation

- Airport transfers
- Venue-hotel-venue shuttles
- Transportation to/from evening functions

Social Events

- F&B
- Entertainment
- Obtaining clearances from the relevant authorities (entertainment department, fire, traffic police, security etc)

On-site Coordination

On- site Registration

Security

Walkie - Talkies/Telephones & Messaging Systems

Local Sightseeing Programmes

Pre- and Post-conference Tours

Final Accounting

Exhibition Related Services

Design

- Layouts
- Renderings
- Auto CAD drawings
- Graphics
- Signage

Exhibition Collateral

- Design
- Copy
- Printing
- Mailing

Response management & communication with exhibitors

Detailed design & allocation of spaces

Stand Construction

Air Conditioning/Electricals & Gen Lighting

Generators

Conservancy

Security

Government Permissions and Liaison

Catering/Food Court

Porta Toilets

Freight & Forwarding

Insurance

Execution & timely delivery of all conference materials

Exhibitor Registrations

Temporary Staff

Hotel Accommodation