

EMCVenues MEET USA

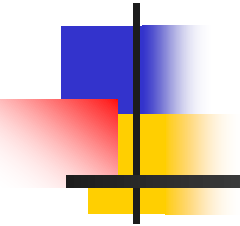
Everything Meetings & Connections



emc  venues

Everything Meetings & Connections

Take the Risk Out of Creating Successful Meetings



Meeting Planning 101:
An Introduction to Meeting Management

Janet R. Pickover, CMP



Bureau of Labor Statistics

Nature of Work



What if



Process



Principle 1



Principle 2

Minimize hearing the following:



Principle 3

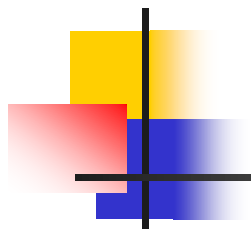
Principle 4



Principle 5

- Plan like you





Procedure Book

- 
-
- Step by step guide in managing your meetings.

Who

What

When

Where

Why

How



Principal 6

Current Issues

Just a few months ago

- Green Meetings
- Surcharges
- Higher Hotel Occupancy
- World political and/or health concerns
- Generational issues
- Procurement Department



Principal 6

Current Issues



Principal 7



Principal 8



Objective





Information

Gather

Manage/Track

Disseminate



Meeting Management Areas

- Four major areas
 - Education/Programming
 - Financial Management
 - Facilities and Service
 - Logistics



Education

- Goals and Objectives
- Program Content
- Evaluation
- Continuing Education

Financial Management



- Contracts
- Insurance
- Budgeting



Facilities and Service

- Site and Facility Selection
- Support Services
- Convention Center Facilities
- Convention Service Management Responsibilities
- Facilities Staff
- Technology Utilization



Logistics

- Humanitarian-
Environmental Aspects
- Food and Beverage
- AV



Logistics

- Reservations and Housing
- Transportation
- Specification Guidebook
- Registration
- Shipping
- Function Room Arrangements
- Exhibits



Logistics

- Marketing, Promotion, Publicity
- Special Programs
- Production of Presented Materials
- Speakers- Entertainment



Conditions that Affect Meeting Planning Functions

- Objectives
- Participant demographics
- Weather
- Current Events
- Risk Management
- Meeting dates
- Labor- union/non
- Space requirements
- Budget-profit-break even
- Number of attendees
- Location of meeting
- Special requirements
- Social/off site events



Resources

Three Websites

- www.corbinball.com
 - www.meeting-u.com
 - www.conventionindustry.org (APEX)
-
- Educational and listserv site
Meeting Community Group MeCo
www.meetingcommunity.org



Resources

- People
- Information
- Tools



Information

What information do you need?

How do you gather, manage and disseminate information?



Can You Answer ?

Who

What

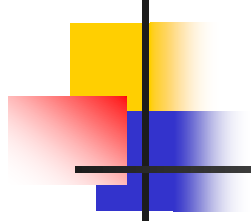
When

Where

Why

How

How Do I Get This Information?





Some Basic Tools



Manage Information



Disseminate Information



ESTABLISH EMERGENCY PROCEDURES WITH CLIENT, FACILITY AND STAFF

- Create Crisis Management Plan
- **MEDICAL EMERGENCIES**
- **NATURAL EMERGENCIES**
weather, earthquake, flood
- **Fire**



Emergency Procedures

- SOCIAL/ POLITICAL - terrorism
- HEALTH - Swine Flu
- OTHER –strikes, picketing

Review at Precon

Procedure Book

- 
-
- Step by step guide in managing your meetings.

Who

What

When

Where

Why

How



Three What If's



CUE IT PRINCIPLE



A Manager



Thank You

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