



# HEMING GROUP

A Travel Management Company

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## CONFERENCE PLANNING DETAILS

### Proposal / Budgeting

- Provide various options according to client's criteria
- Research and provide a full proposal including budgets
- Prepare budget (air, hotel, transfers, meals, entertainment)
- Analyze options
- Pre-meeting site inspections
- Contact and arrange conference and / or meeting space with hotels, transfer companies and travel suppliers

### Registration

- On-line registration capabilities
- Set-up and review of registration forms
- Receive registrations from delegates by email
- Confirm arrangements to delegates by email

### Data Management

- Transfer information to database
- Provide hotels and other suppliers with full and concise details
- Forward rooming lists to hotel
- Prepare and forward arrival and departure manifests
- Provide special requests per each delegate

### Transportation Management

- Airport transfers, VIP transfers, hotel and function shuttles will all be coordinated by HG using deluxe vehicles and professional drivers
- Book all airline reservations and note all special requirements i.e. frequent flyer numbers, pre-arranged seating, specialized meal requests etc.
- Off-site transportation to events
- Personalized meet and greet

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**HEMING GROUP**  
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## Destination Management

- On-site conference management
- Meeting with site coordinator to review final arrangements
- Ongoing communication with Conference Service Managers to oversee all details to ensure your event runs smoothly
- Audiovisual and multimedia management
- Spousal programs: spa, golfing, local tours, shopping trips
- Off-site functions: gala dinners, group tours, golf tournaments, theater tickets, team building
- Translation services

## Post-Meeting Analysis

- Final cost analysis
- Follow up with any outstanding concerns
- Review billing with suppliers
- Provide detailed final invoice

## Did we meet your needs?

In addition to the above services, our conference professionals will conduct a post-event debriefing with you. The evaluation will identify areas where we succeeded in meeting your needs, but more importantly, areas that may need improvement.

Contact our Conference Professional Wendy Wright (15 years experience)

1-866-451-8533

<mailto:Wendy@HemingGroup.com>

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