

TM Events, Inc.

A Full Service Meeting &
Event Management Company



PROPOSAL

TM Events, Inc.

Tara Miller | President

telephone. 805.685.6705
www.TaraMillerEvents.com



OVERVIEW

TM Events, Inc. is a full-service meeting and event management company. Our skilled team takes pride in offering excellent service with a dedication, backed by experience, to the planning, implementation, management, and facilitation of educational and scientific meetings and events ranging in size from 10-6,000 people.

Planning a successful event requires a professional meeting planning team who has the expertise, resources, and time to insure success. The professionals at TM



Events, Inc. have the expertise to manage your event and the resources to obtain "maximum value" within your budget and on schedule. By defining clear goals and objectives, TM Events, Inc. is able to offer our clients distinct solutions. We orchestrate every detail of the event with precision and communicate our client's vision with inspiration. Our clients just need to show up and enjoy the meeting!

TM Events, Inc. has managed programs in downtown convention and business hotels, luxury properties, island resorts, and special event venues in many cities both nationally and internationally. We share a strong work ethic and dedication to customer service. The blending of our combined 35 years of experience, skills and mutual desire to produce remarkable events creates an unmatched team.

CLIENTS

Our list of clients include the Cognitive Neuroscience Society, the Society for Personality and Social Psychology, the Society for Social Neuroscience, the Society for Neurobiology of Language, the International Early Psychosis Association, the Entertainment Software and Cognitive Neurotherapeutics Society, and Hospitals for a Healthy Environment. Our list of events, have run the gamut from black-tie dinners with 15-piece bands to green environment awards conferences.

TM Events, Inc. adheres to the following standards:

- Operates with a trained and experienced staff who provide personalized assistance to our clients
- Maintains strong financial standing with all vendors and suppliers
- Secures a minimum of \$1,000,000 in liability insurance for each event

- Consistently receive outstanding evaluations from our clients

HIGHLIGHTS

Our Meeting & Event Management Staff are specialists in:

- ✓ Project Management Over Entire Life-Cycle of Meeting
- ✓ Agenda and Program Development
- ✓ Creation of Master Schedule
- ✓ Budget Planning and Management
- ✓ Hotel/Venue Research, Negotiation, Inspection, and Selection
- ✓ Event Print Marketing: Collateral Design and Journal-Quality Programs
- ✓ Website development and other emerging technologies Electronic Marketing: Full Service Website, targeted ListServ, dedicated Facebook wall, and Twitter
- ✓ Online Onsite and Pre-Registration with Secure Payment Service
- ✓ Call Center for Phone-in, Mail-in, and Fax-in Registration
- ✓ Instant Real-Time Registration Reports
- ✓ Online Submissions of abstracts, talks, slide presentations, symposia
- ✓ Vendor Screening and Management
- ✓ Exhibit Procurement and Management
- ✓ Advertising Sales and Management
- ✓ Air and Ground Transportation Management
- ✓ Housing and Room Block Management
- ✓ Food and Beverage Planning and Negotiation
- ✓ On-Site Management
- ✓ VIP, Speaker, and Staging Management
- ✓ Internet Cafe Production
- ✓ Audio Visual Procurement
- ✓ Post Conference Evaluations
- ✓ Final Billing Reconciliation



Meet Your Real-time Event Management Team

Event Director

Point of Contact for all elements of the meeting. This includes working with the executive committee, program committee, meeting hotel, vendors, exhibitors, advertisers, abstract manager, and program publisher.

Develop Realistic Meeting Budget TME understands how to develop and manage your meeting's budget. Meeting the bottom line is of our utmost concern

Create Master Schedule Encompasses the full scope of the meeting and all deadlines and milestones

Communicate Strategic Plan for Meeting Prepare and design printed as well as electronic marketing and track responses

Design Meeting e-Marketing We build excitement about the event with

- Online web promotion
- Dedicated website
- ListServ
- Facebook
- Twitter
- Linked In

Design Meeting Printed Marketing

- Design Meeting Marketing Theme
- Pre-Meeting Collateral: Call for Abstracts, Brochures with registration, hotel, and travel information, Ads
- Exhibit, Advertising, and Sponsorship Prospectus
- Onsite Signage
- Delegates Pack

Research and Negotiate Site Selection Liaise with committee chair, Contact and send Request for Proposals to appropriate venues and hotels, conduct site visit prior to contract completion, negotiate and complete contract with hotel/venue. Once host hotel room block is sold out, TME will scout, negotiate and complete over flow hotel room contract.

Direct and Supervise All Aspects of Meeting Hire and train qualified meeting staff, Supervise Check-in Area and on-site registration area, Secure and monitor exhibit room, Liaise with speakers prior to talks and a/v technicians.

Work with Trusted Vendors Working with trusted vendors allows the best possible rate as well as confidence that the job will be done correctly.

Liaison with Meeting Hotel and Venue Negotiate Costs, meeting room set up, sleeping room block of host hotel and overflow hotels, Audio Visual requirements, security, Plan catering menus to include reception, lunch, and breakfast/coffee menus, onsite liaison with hotel staff.

Compile and Archive Event History Including registration, submissions, exhibitions, advertising, space requirements, sleeping rooms block, rate lists, speaker list, mailing lists, catering, audio/visual, and decorating.

Registration Manager

- Design and develop online registration system with secure online payment service
- Provide call center for phone-in, mail-in, and fax-in registration solutions
- Provide automated electronic registration confirmation and receipt for all attendees
- Install online payment service, for secure credit card transactions via internet.
- Create and manage registration database set-up with archive
- Provide instant real-time reports
- Provide web-based downloadable list of all pre-registered attendees
- Reconcile all fees and account receivables
- Retrieve and output all attendee information (including spreadsheet capture and storage, customized pre-and post-event/meeting literature such as email reminders, labels and badges
- Manage communication between Society and registrants
- Manage on-site registration
- Manage reconciliation of registration and payments
- Provide detailed final report

Submissions & Printed Program Manager

- Manage entire life-cycle of abstract processing and production of Indexed Journal-Quality Printed Program Publication
- Create and manage abstract database set-up
- Design and develop online submission system with payment option
- Manage coordination, reports, and archival of all submissions
- Manage abstract peer reviews
- Manage communication between Society and authors; field questions regarding abstracts, schedules, poster dimensions, etc.
- Create poster schedule

- Page layout and design; desktop publishing; style sheet creation
- Compile program content
- Indexing, front matter compilation, proofreading
- Pre-press production, print coordination, & cover design
- Provide searchable pdf for website
- Provide print and electronic copies of floor plans
- Delegate packs and flyer inserts, attendee badges, vouchers/coupons

Web Technical Services Manager

- Website design, development and management
- Architecture, technical requirements, graphics and content
- Registration forms and other interactive forms
- Meeting information includes but is not limited to: Hotel and Travel info, Dates and Deadlines, Program Information, Satellite Symposia, Local Information, Social Events and Functions, Registration info, Exhibiting and Advertising information including downloadable prospectus, Meeting Schedule, Online abstract submission form, verification pages, Online registration form, FAQs, Poster guidelines, Dynamic list of received abstracts and list of final accepted abstracts, Pre-conference information, Invited Speakers, Award information including downloadable application forms and searchable pdf file of printed program.
- Create devoted web pages located at the TME website www.tamilerevents.com
- Place all collateral info on website
- Link hotel, airline, travel info, itineraries etc.
- Update meeting schedule as changes occur immediately
- Custom Master lists of presentations, authors, exhibitors, and registrants
- ListServ email Blasts for reminders to authors and presenters for registration

Exhibit, Advertising, and Sponsor Manager

- Contact prospective exhibitors, advertisers, and sponsors
- Prepare prospectus for exhibitors, advertising, and sponsorship
- Sell ad space in the printed program, website, ListServ, and delegate packs
- Negotiate cost with exhibition company for poster boards & exhibit booths
- Finalize floor plans for all exhibit space
- Coordinate exhibits, drayage, booths, and special requests
- Supervise set-up and tear down of all exhibit equipment

Affiliate Meetings Manager

- Liaise with affiliate (*Pre-conferences, Satellites, and Post-conferences*) meeting organizer and venue manager
- Link affiliate meeting websites to dedicated meeting website
- Provide meeting planning
- Provide space for affiliate meetings

Meeting Concierge

- Arrange hotel reservations for VIPs: executive board members, invited speakers, and special dignitaries.
- Arrange amenities to be delivered to VIP's rooms
- Negotiate and complete contract with Airlines and car rental agency for delegates reduced rate.
- Provide Local Dining Guide
- Provide Things To Do Guide
- Provide shuttle information from airport
- Arrange for discounted tickets to local events

IN CONCLUSION

We provide everything that you may need to get the meeting off the ground and without sacrificing your important time. You want to provide the great service of an important meeting where professionals like yourself can come together and share your work. You can rely on us to handle the overall planning of the meeting all the way down to the small details. We will act as liaisons between you, the meeting venue, vendors, and your member attendees. During the meeting you can simply arrive and enjoy the presentations, as TM Events will handle all the details. After the meeting, just sit back and take a break as we will also handle paying the bills.

We look forward to working with you and making your next event the most memorable ever!

Tara Miller
President