

# To organise your **CONGRESS, CONFERENCE OR CONVENTION**

TOP



**CONGRÈS**

To **save costs** while guaranteeing your **results** :

Opt for a professional  
providing **all or part** of operations



- Design and modelling
- Project management (PCO)
- Registration management
- Follow-up on participants
- Confirmations, billing, collection
- Scientific and administrative management
- Congress print & Website management
- Management of programme and calls for papers
- Management of speakers, speeches and posters
- Management of abstracts and proceedings
- Technical management and meeting room fitting
- Accommodation and entertainment programme
- Overall logistics
- Turnkey organising



An organiser of over 30 tradeshows & conferences for over 20 years,  
SPAT is a mark, a spirit and a reputable brand.

Opting for SPAT Group is a guarantee of results  
Experience, know-how, time saving, cost-effectiveness, overall project management  
combined with network power\*

*(\*) SPAT is a member of MPI, the leading worldwide organisation of meeting planners, with a membership of over 20,000 in 64 countries.*

[www.spat.fr](http://www.spat.fr)



Organiser, c'est un métier

Groupe SPAT SA

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To **save costs** while guaranteeing your **results** :  
Opt for a professional  
providing **all or part** of operations



- Show design and overall architecture
- Project management
- Marketing and administrative management
- Show print & Website management
- Exhibitor marketing tools
- Visitor mobilisation
- Overall installation of the show
- Overall installation of common areas
- General show management
- Technical management, exhibitor kits, follow-up
- Overall logistics
- Turnkey organising



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