



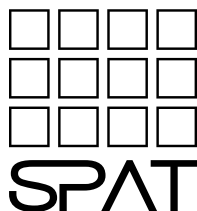
**You organise a conference.
We assist you all the way to success.**

Over ALL or PART of production

40 years' experience and know-how is your guarantee of success.

You are the Owner, we are your General Contractor.

ANTICIPATION • ASSIST • COORDINATION • OPTIMIZATION



Organiser, c'est un métier

GROUPE SPAT: 40 years' experience - Nearly 100 conferences produced successfully

Contract your conference to reputable professionals:
- Guaranteed command and consistency; and
- Time and money saving

Our specialised teams have command of all aspects of conference organisation.
Our technical resources, research department, and specialised tools will turn your Idea into reality.

We will assist you step by step, from design to production of your event, to carry out **ALL** or **PART** of your project on a tailor-made basis.

Select among our tailor-made services:

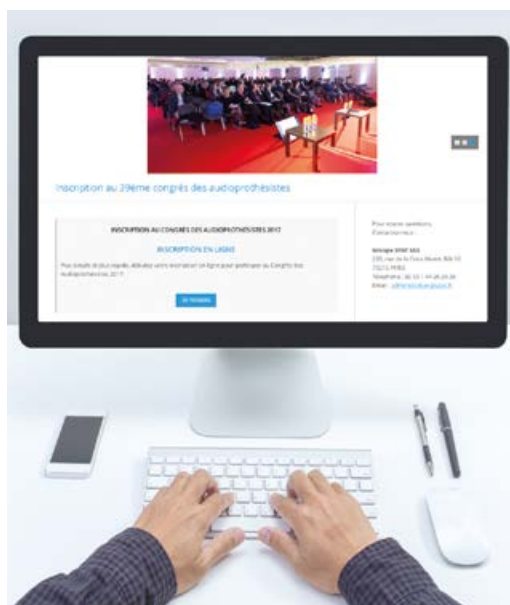
PREPARATION AND INITIATION

- Advice and assistance for general organisation of the conference, congress or convention.
- Conference secretarial office.
- Optimised search for venues and dates for the conference and all ancillary events.
- Option taking, negotiations, preparation of agreements, and confirmations.
- Development of work sessions with the Owner.
- Design and production of print, digital and web documents (e.g. visual identity research and variations; calls for papers; registration form; programme, proceedings etc.).
- Mailing and e-mailing of documentation; follow-up and reminders.
- Conference website design and hosting (responsive web design, computer, tablet, and smartphone).
- Designing the on-line registration form.
- Designing a communications management platform with organiser back-office.
- Applications for permits; required paperwork and follow-up.
- Application for reduced-fare train tickets, and application for approval by official carriers.
- Identification of speakers' technical requirements.
- Sub-contractor selection (caterers, audio-visual practitioners, simultaneous translators, carriers, hoteliers etc.); calls for tenders; negotiations; confirmations; arrangement of finalising meetings and ongoing control.
- Recruitment of ancillary personnel (receptionists, interpreters, steno typists, security staff etc.).
- Organising social events: Welcome party; cocktail-party; gala night; sightseeing trips; and pre/post-conference programme).
- Insurance (general liability; cancellation; speaker no-show; and various risks).
- Ongoing advice and support.
- Etc.

MANAGEMENT AND REMINDERS

- Management of registrations and subsequent changes.
 - ▶ Registration form processing (web & print).
 - ▶ Posting of payments.
 - ▶ Weekly production of control lists (alphabetical, by company, by country, by workshop, by sub-committee, and for the social event programme and accompanying persons).
 - ▶ Printout of confirmations & invoices.
 - ▶ Reminders to, and follow-up on, participants.
- Management of accommodation.
 - ▶ Management of allotments and allocations.
 - ▶ Voucher (coupons) printout.
 - ▶ Rooming list printout.

Online management through our specialised platforms providing instant and continuous access to data on a real-time basis.



FOLLOW-UP & ASSISTANCE

- Continuous control and follow-up of budget and all subcontractors.
- Organising consultation and finalising meetings.
- Development of a road book (sequence of all assignments hour by hour).
- Management of abstracts.
- Follow-up on speakers (logistics, registration, transport and accommodation).
- Production of the final programme, delegate's kit, and exhibitor's kit.
- Production of promotional items (notepads, pens, bags, gifts etc.).
- Etc.

EXHIBITION AND POSTER SESSIONS

- Organisation of posted presentations and poster sessions.
- Signage production.
- Turnkey production of an exhibition in connection with the conference (see our Technical Service leaflet).
- Etc.

CONFERENCE PROCESS

Day: D-2 / D-1

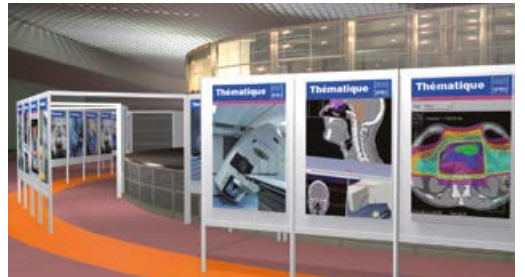
- On-site setting up of our management computer system.
- Deployment of our follow-up staff (File manager, production director, assistants, and data entry operators).
- Control of all subcontractors.
- Checking fitting-out of rooms and surroundings (setup, decoration, and furniture).
- Setting up secretarial office, control room, director's office, press room and speakers' room (preview).
- Checking technical resources (lighting, audio-visual system, e-voting, simultaneous translation, recording, broadcasting etc.).
- Installation of overall signage.
- Setting up reception logistics (alphabetical badge counters for pre-registered participants, on-site registration, VIP, press, speakers, information desks, accommodation, social events etc.).
- Preparation of delegates' kits.
- Assistance to speakers.
- Supervision of exhibition, and organisation of security visit.
- Reception in airports and hotels, and transfers.

D Day

- Supply of badges and kits to pre-registered delegates and on-site registrations.
- Follow-up and checking of accommodation and social events.
- Production and distribution of the conference journal.
- Photo service, press book, and video coverage.
- Real-time summary.
- Organisation of coffee breaks and working lunches.
- Continuous on-site attendance of, and assistance by, our teams.
- Etc.

CLOSING

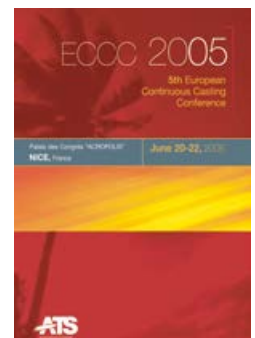
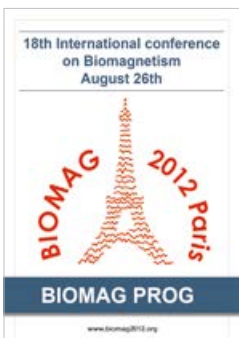
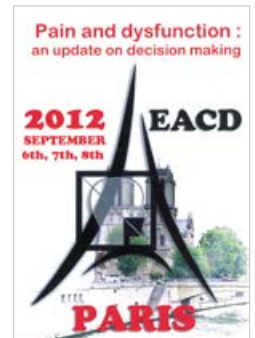
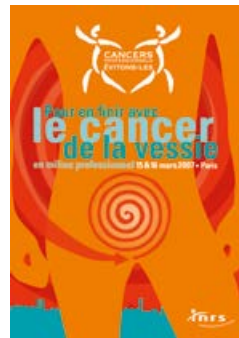
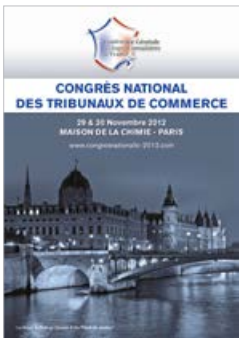
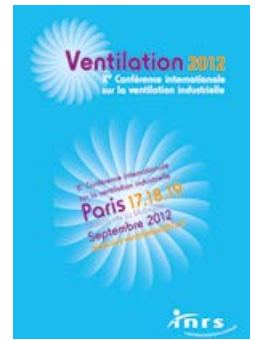
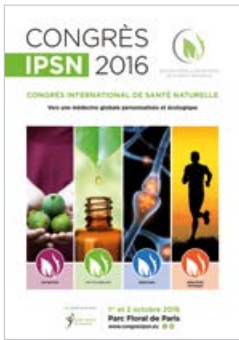
- Debriefing
- Checking and payment of invoices.
- Production of financial accounting of the conference.
- Financial balance and closing process..
- Statistics.
- Etc.








CONTRACT YOUR CONFERENCE TO PROFESSIONALS!

More effective, less expensive, and a guarantee of success.

Nearly 100 conferences have been led to success through our expertise.



<p>YOUR TRADE SHOW</p>  <p>COORDINATION ORGANISATION OPTIMISATION</p> <p>Top Expo</p>	<p>YOUR CONFERENCE</p>  <p>ORGANISATION/PCO REGISTRATIONS MANAGEMENT OVERALL CONTROL</p> <p>Top Congrès</p>	<p>YOUR TECHNICAL & LOGISTIC UNIT</p>  <p>OVERALL LOGISTICS EXHIBITORS MANAGEMENT TECHNICAL & LOGISTIC UNIT</p> <p>Top Tec</p>	<p>PRINT & WEB DESIGN</p>  <p>DESIGN & CAD DOCUMENTS & SIGNAGE PRINT / WEB / APPLICATIONS</p> <p>Top Com</p>
<p>Organisation</p>  <p>SPAT</p>			
<p>More information? Refer to: www.spat.fr Contact us at: 01 44 26 26 26 info@spat.fr</p>			