



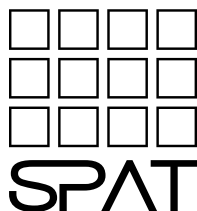
**You organise a conference.  
We assist you all the way to success.**

**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 • ASSISTANCE • 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:**

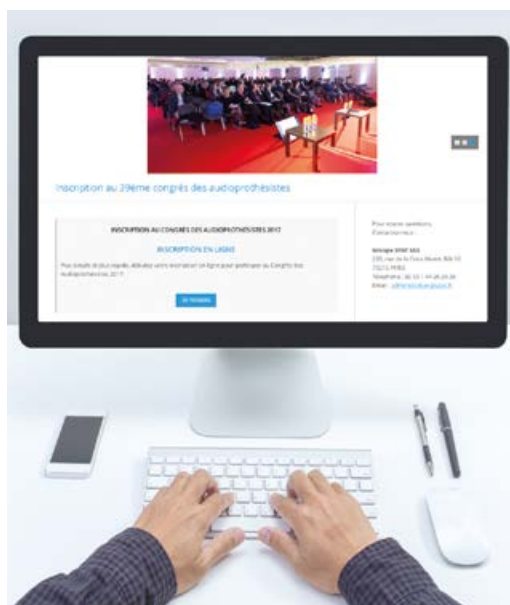
## PREPARATION AND INITIATION

- 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.**



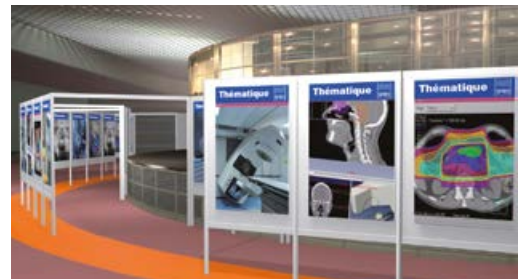
## FOLLOW-UP & ASSISTANCE

- 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

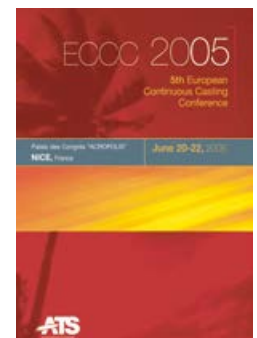
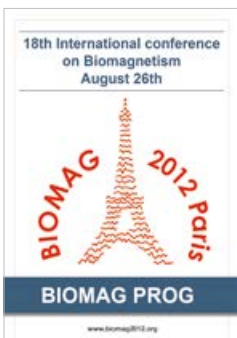
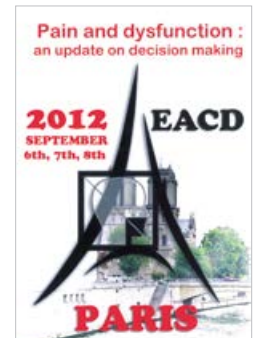
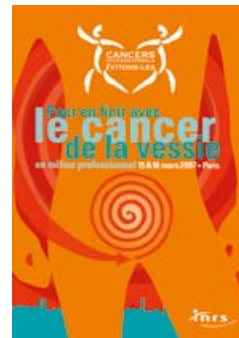
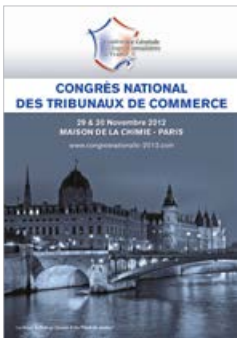
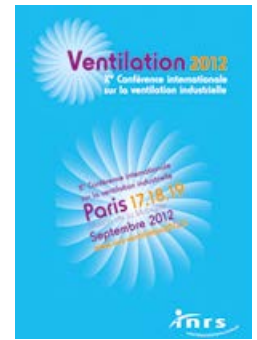
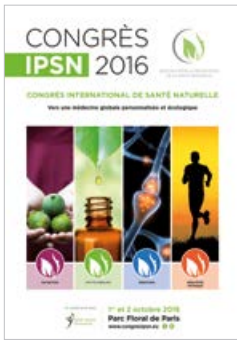
- Debriefing
- Checking and payment of invoices.
- Production of financial accounting of the conference.
- Financial balance and closing process..
- Statistics.
- Etc.



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