Meeting Packages

We realize that each meeting is different. This grid is designed to provide you with information on the services that HQ can provide to support your group in producing a successful meeting. We are flexible and happy to design a package that is specific to your meeting. Please contact us if you are interested in learning more about our services. **Tressa Patrias, Director of Meetings & Logistics, tpatrias@scisoc.org**

Virtual Meeting	Basic	Level 1	Level 2	Level 3 Full Service
HQ staff sets up and manages event registration (weekly reports and final report to organizer). Meetings Dept is available to advise organizer if needed.	•	•	•	•
HQ staff creates a landing page for the event (event information, schedule of events, registration information, abstract submission process [if applicable], etc.). Organizer is responsible for providing these details in a timely matter.		•	•	•
Level 1 marketing support. Organizer provides content and scope of recipients to pull for 2 promotional emails. HQ staff edits and sends emails. Includes promotional blurb in upcoming monthly society newsletters to members. Posts copy on 1 separate occasion across official social media accounts for the society .		•	•	•
HQ staff provides initial set up of Abstract management system (submission process, engagement, reporting, etc.), including set up of abstract fee if applicable.			•	•
Confex Web App (browser-based version of the schedule, public access) provided for registrants.			•	•
Zoom set up (scheduling sessions in Zoom only). All Zoom links provided in one document to organizer.			•	•
Sponsorship administration (invoice/collect payment, display logos on website, basic reports). Driven by organizer.			•	•
Marketing support (3 targeted emails total; 3 social media posts total; society newsletter). Organizer provides content. HQ staff edits and sends emails. Includes promotional blurb in upcoming monthly society newsletters to members. Posts copy on 2 (additional) separate occasions across official social media accounts for the society.			•	•
Basic ePoster management.			•	•
HQ staff hosts Zoom (sets up/scheduling, tracking, sends invites to speakers/organizers, and provides support during rehearsals, live broadcasts, etc.). Adds links to the program.				•
Online access support during event (Help Desk).				•
On Demand content web page and access post-meeting.				•
ePoster management (set up, tracking, author engagement, reports, etc.). Training for posters.				•
Full Marketing support – HQ staff can assist with providing a holistic meeting experience for attendees, which includes meeting with the organizer to determine the look and feel of the event, assisting with promotional messaging, and managing graphics across promotional channels.				•
Confex Web App and Mobile App provided for registrants.				•
Contract audio visual services (tech support, playback of prerecorded content, record sessions, etc.). Contract for ADA accessibility, if needed.				•
Speaker/presentation management (submission set up, reports, speaker support, etc.).				•
Ideas for networking and community building.				•
Sponsorship management (develop, contact, set up, reports, sponsor support, etc.).				•
Send out pre meeting orientation email.				•
Post Meeting Survey – Create, send out, collect, report.				•