

Managing memorable events

Cabezon Group offers comprehensive event management services. Our experienced team partners with you to deliver successful meetings, conferences and workshops.

Large events have small details, and small events have large objectives. With that in mind, Cabezon Group uses a suite of Web-based tools to manage the details, stay on budget and deliver a memorable event.

We provide a number of services within the three main phases of an event: Preconference support, Onsite support and Post conference support.

PRECONFERENCE

ONSITE

POSTCONFERENCE

Preconference support

Cabezon Group's event management services begin with detailed discussions to formulate meeting objectives and define requirements. We work closely with your team to establish a clear line of communication.

Typical preconference services include:

- Participant identification and selection
- Budget preparation
- Site selection and reservation
- Travel and lodging arrangements
- Audiovisual arrangements
- Web site design and development
- Registration (online, fax, mail, pre-conference and onsite)
- Exhibit design
- Contract negotiations
- Publicity material distribution

Onsite support

Cabezon Group's experienced personnel will travel to your meeting facility to ensure every facet of your event is handled as planned. Our coordinators monitor the event, and the needs of participants all while preserving your budget.

Typical onsite support services include:

- Registration
- Speaker assistance
- Information center operation
- Recording and transcription of sessions
- Coordination of exhibits and poster sessions
- Meeting room monitoring
- Security services
- Interpreting services

Post conference support

After a conference, Cabezon Group proceeds with scheduled closeout activities and client debriefing. We ensure consultants, speakers and vendors receive timely payments.

Typical post conference support services include:

- Thank you letters
- Minutes/summaries
- Reports of action items
- Translation services
- Technical reports and proceedings
- Evaluation reports and debriefing
- Reimbursement processing
- Timely vendor invoice payment
- Financial report preparation



