

PCO Services offered by Aberdeen Exhibition and Conference Centre

The aim of the Professional Conference Organiser (PCO) service is to provide Organising Committees and Committee Chairs of scientific and academic organisations and societies with planning, implementation and administrative support to enable them to retain their focus on the key tasks of compiling and delivering a high quality programme to delegates. We work as partners with the Organisers to develop and implement relevant, cost effective and efficient plans and budgets to encourage delegate attendance, commercial sponsorship/support and a coherent, appropriate message and conference image for the organisation/society.

We offer a flexible set of services that can be tailored to your specific requirements and budget.

Key services include:

1. *Project Management and Administration*
 - a. Provision of a secretariat function for the Organising Committee
 - b. Assisting with the development of, and adherence to, an agreed budget
 - c. Assisting with the development and implementation appropriate plans (e.g. Marketing/PR)
 - d. Sourcing conference merchandise (delegate bags etc.)
 - e. Attendance at planning meetings and site visits
 - f. Managing on-site staff
 - g. Liaising with AECC Events, Catering and AV staff on-site
2. *Scientific Programme Organisation, Speaker and Chair Management*
 - a. Assistance in ensuring the scientific and social programmes are manageable within the agreed budget
 - b. Liaison with, and management of, speakers and chairs (including registration, accommodation booking, travel arrangements, biographies, abstracts and final presentations)
3. *Financial/Payments and Accounts Management*
 - a. Management of on-line registrations to work alongside paper registrations
 - b. Payments collected via credit cards, cheques or invoices (if agreed with client) and appropriate receipts issued
 - c. Full accounts system, including handling of all invoices and payments and on-going and final accounts statements can be provided if required
4. *Marketing, PR and Material Management*
 - a. Development of conference identity and image
 - b. Development of stand-alone website or pages for existing website
 - c. Management of preliminary programme, final programme and abstract book and any other materials
 - d. Development and implementation of communications plan for potential delegates, organisations and other relevant meetings and websites (based on contact lists of potential targets provided by the Organiser)
 - e. Development and implementation of a PR and Marketing plan
 - f. Sourcing and collation of delegate materials and wallets
5. *Sponsorship and Commercial Exhibition Management*
 - a. Development of appropriate income target and plans with the Organiser

PCO SERVICES

Aberdeen Exhibition and Conference Centre

- b. Sourcing sponsorship and selling exhibition space (based on contact lists of potential targets provided by the Organiser and agreed plan)
 - c. Liaison and communication with potential and confirmed sponsors and exhibitors regarding requirements and arrangements
6. *Venue Liaison and Management*
- a. Liaison with AECC Event Manager regarding logistics for conference, including room requirements, set up, audio-visual requirements etc
 - b. Liaison with AECC Catering Manager regarding conference catering requirements and menus etc
 - c. Provision of appropriate signage and title slides etc
7. *On-site Services*
- a. Provision of trained staff to manage registration and on-site registration and delegate liaison
 - b. Liaison with delegates, speakers and chairs, venue, catering, audio-visual etc.
8. *Social Event Programme Organisation and Management*
- a. Assistance with locating and contracting appropriate social event venues
 - b. Liaison with venue regarding menus, decoration, entertainment etc.
 - c. Arrangement of transportation where required
 - d. Arrangement of pre and post conference tours and partners programmes
9. *Abstract/Paper Submission and Processing*
- a. Assistance with abstract submission, handling, marking and publication through a publishing house
 - b. Co-ordination of the publication of meeting proceedings in booklet/paper, journal supplement or CD form through a publishing house
10. *Delegate Management*
- a. Email and postal information mailings (based on contact lists of potential targets provided by the Organiser and agreed plan)
 - b. On-line and paper registration for conference, social events etc.
 - c. Provision of registration confirmation and receipts
 - d. Responding to queries and enquiries on-site registration, badging and delegate management
 - e. General trouble-shooting
11. *Accommodation*
- a. Negotiation of special conference rates and block bookings in appropriate hotels and student residences on behalf of the conference
 - b. Arrangement of a dedicated reference code for delegates to book accommodation directly or bookings taken via the AECC conference housing service.
 - c. Provision of rooming lists to hotels/student residences as required