

# TCM

The  
Conference  
Managers



Make TCM your central source for conference planning, on-site conference logistics and efficient conference wrap-up documentation.

**You have a conference to run—  
leave the conference stuff to us.**

solve logistical problems such as whether Room 16 has an overhead projector or the keynote speaker has a gluten-free lunch.

- 1) We'll create a "meeting specific" web page using your logos and imagery.
- 2) We create on-line / printable registration forms. (phone, fax, e-mail, mail or via the web)
- 3) You can utilize both electronic and traditional payment forms. (as above)
- 4) We'll build the database of names and addresses.
- 5) We'll make name badges, rosters, receipts, and special function tickets.

Give us a call / send us an e-mail.....  
1-888-310-8900 or [confmgrs@aol.com](mailto:confmgrs@aol.com)

TCM provides one-stop conference management services to meet your needs while helping you stay within budget. Independently or working with your staff, we can provide any or all of the services listed below. If you need a service you don't see here, just ask us!

## Before the conference

- Planning, Marketing and Promotion
- Printing / Mailing
- Registration
- Presenters / Exhibitors
- Facilities, Food Service, AV Service
- Financial Services
- Other Services

## During the conference

- Setup
- Registration and Check-in
- Conference office
- Communications

## After the conference

- Financial Services
- Presenters
- Conference Analysis