

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.

If you go to the considerable effort and expense of putting on a conference, you want it to be **great**. You want attendees, speakers, and exhibitors bragging about your program, support services, hospitality, meals, lodging, transportation, and social events.

Otherwise, why bother?

But you also have critical business responsibilities before, during, and after the conference. Your staff—if it's like most staffs—is already stretched pretty thin. Your budget—if it's like most budgets—is limited. How can you possibly create a conference that will energize your organization for years to come?

That's where we come in.

With TCM as your "extended staff," you don't have to worry about whether the marketing materials have been mailed, the pre-registration is going smoothly, the attendees are happy, or the conference is under budget.

At the conference, you can concentrate on strategic organizational business and networking without having to

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

And after the conference, we'll wrap up all the financial loose ends, present you with a variety of analyses, and offer suggestions on how to make your next conference even better.

Score A+ on your conference evaluations —because we sweat the small stuff.

- Speakers will get high scores
- Networking time will get high scores
- Hospitality will get high scores

What can TCM save you? For starters; time, money, and headaches.

Most important, your conference is our most important responsibility. Our job is to maximize the conference's effectiveness and minimize your heartburn—and we're very good at what we do.

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