

MEETING SERVICES+

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FOR MORE INFORMATION

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Meeting Services Plus One call. One contact. One solution.

Meeting Services Plus is a full-service solution for all your meeting planning needs. With a complete array of services and logistical support, Meeting Services Plus provides superior knowledge and know-how to make your meeting flawless — in Minneapolis or anywhere in the country.

COMPLETE MEETING PLANNING SERVICES

Enjoy all the support you won't typically get from a convention and visitors bureau, including pre-planning services and on-site meeting planning. Whether time or experience is a concern, Meeting Services Plus can do it all for you — from site selection to final evaluations.

Assist with Hotel Bids and Contracts

Meeting Services Plus distributes leads to area hotels, then gathers the bids from those with availability that meet your group's specific needs for sleeping rooms, meeting space and food functions.

REGISTRATION AND HOUSING

- + Meeting Services Plus can implement and manage all aspects of the registration and/or housing program, utilizing a state-of-the-art web-based system.
- + The team is fully experienced to develop all the registration and housing needs for your specific conference or event.
- + This web-based system and optional call center is available to your staff, attendees and members 24/7, 365 days a year.
- + The registration and housing process is initiated at your website, with a fully customized form. This system enables you to not only process registration and housing but also ask survey questions of your attendees.
- + The system accepts payment by credit card, personal check and money order, and can be processed through your organization.
- + Multiple reports are available in real time, enabling you to assign specific meeting space and give the meeting venues accurate food and beverage guarantees based on live data.
- + This program will help you to monitor hotel reservations, lessening the possibility of attrition penalties.
- + This system is powered by iDSS - Internet Destination Sales System. This management system is used by 61 destinations worldwide.



CONFERENCE PLANNING AND MANAGEMENT

Pre-Planning Services

- + Budget planning
- + Theme development
- + Multimedia production management
- + Hotel logistics — from sleeping rooms to function room assignments
- + Function room set-up
- + A/V and technical support management
- + Food and beverage needs, menu selection and guarantees
- + Exhibit logistics and set-up

On-Site Conference Management

From room sets to food functions, Meeting Services Plus ensures the conference is successful. For consistency between pre-planning and the actual conference, on-site services include:

- + Logistics management, from the start of the first meeting through the end of the last meeting, each night of the conference.
- + Hotel liaison
- + Room set, A/V and food and beverage checks
- + Speaker coordination
- + Final bill settlement

Ground Transportation

Transportation services include:

- + Bidding and selection of a bus company or destination management company
- + Shuttle bus coordination

Special Events/Entertainment

From a board meeting of 10 to a party for thousands, services include:

- + Venue selection: hotels, convention enter and off-site event sites
- + Food and beverage selection
- + Décor
- + Entertainment

Tours

Services include:

- + Lead distribution and bid acquisition from a variety of tour and/or destination management companies
- + Presentation of a complete package of tour options for review and selection
- + Assistance with proposal review and contract negotiations
- + Coordination with the selected company through the completion of the tours

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