

*ONE call is all you need. The rest is handled by...*

## **The Meetings Concierge**

### **TOP TEN SECRETS TO PLANNING AN EXTRAORDINARY MEETING**

**There are so many details that go into planning a meeting from logistics (how many cups of coffee will be consumed at the morning break vs. the afternoon break?) to strategic (what is the message you want your guests to go home with?). Planning a meeting is like baking a cake; leave out one ingredient and your meeting may not rise to the level of success you intended. Here are ten secrets to planning an *extraordinary* meeting from the announcement of the meeting until your guests depart.**

#### **Number One - Plan The Agenda**

#### **Number Two - Establish Written Goals and Objectives for the Meeting**

#### **Number Three - Destination/Site Selection**

#### **Number Four – Registration Options**

#### **Number Five - Emergency Preparedness & Risk Assessment**

#### **Number Six - Return on Investment (ROI)**

#### **Number Seven – Contract Negotiations**

#### **Number Eight - On-Site Preparedness**

#### **Number Nine – Technology in the Meetings Industry**

#### **Number Ten – Join Professional Trade Associations**

If you would like more detailed information, you may contact Nancy Nachman, The Meetings Concierge, at [nancy@meetingsconcierge.com](mailto:nancy@meetingsconcierge.com) or 480-991-4125.