

## On-Site Event Coordination

- Implement contracted arrangements
- Monitor all meal functions, meeting room setups and equipment setups
- Monitor room block, food and beverage counts
- Create and/or coordinate welcome letters
- Meet with facility and conference staff as necessary
- Maintain electronic event file on-site during event to accommodate event changes



## Management, Budget and Consolidated Invoicing

- Create, submit and manage estimated budget
- Provide customer with progress reports
- Reconcile, resolve and recommend payment of invoice

## Corporate Promotional Products

- Pens
- Corporate Gifts
- T-Shirts
- Bags
- Lanyards
- Hats
- Mugs
- Koozies
- **Much, Much More!**



***ISS is an Award Winning  
DOE Protégé Firm.***

ISS is a small and HUBZone certified firm, whose mission is to create value for our customers by cost effectively providing specialized skills and resources through focused utilization and management.

***2008 DOE Protégé of the Year  
Award***



**Integrated Solutions  
& Services, Inc.**

**Event Planning  
And  
Meeting  
Management**



***ISS-A Small, HUBZone  
Company***

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***Innovative Solutions  
to Customers Needs***

## With ISS, Event Planning and Meeting Management has never been



ISS offers a complete suite of meeting and event planning and management services to help control your costs.

Services offered include:

### Site Selection

- Research Hotels and Meeting Facilities
- Visit Potential Sites as requested/required
- Initiate and produce preliminary program specifications
- Review and compile Hotel Information in an easy-to-use format
- Assist with estimate projections

### Contract Negotiations

- Negotiate rates, dates, clauses, etc.
- Negotiate additional services such as transportation and security
- Protect client interests
- Provide proposed contracts to client for review and acceptance

### Meeting Promotion

- Develop a promotional plan using email blasts, web site, print, fax, etc.
- Research potential audiences and secure data on potential attendees
- Prepare and distribute Invitation packages to target audiences

### Registration and Rooming List

#### Management

- Monitor deadlines for rooming lists, speaker audiovisual requirements, and other key dates
- Manage registration and process payments
- Ensure ADA compliance is convenient for participants with special needs
- Manage special requirements for VIPs

### Logistics

- Define, review and refine meeting objectives and outline needs
- Coordinate meeting material shipments to and from on-site locations
- Arrange tradeshow transportation, setup and breakdown of all booths
- Monitor deadlines for rooming lists, registrations, and shipping policies



### Hotel Arrangements

- Schedule meeting accommodations including AV support and room layout
- Manage participant lodging, including direct billing

- Arrange in-room amenities such as continental breakfast, working lunches or dinners
- Review and finalize BEOs

### Facility Management

- Ensure contract terms are met, including room block, cut-off, and pricing
- Continuously monitor and manage attrition and other clauses
- Review event requirements and make recommendations where appropriate



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