



*Via Africa Conferencing can provide all or specified services listed below. - Pre conference planning*

- Conference innovation
- Venue selection, evaluation and booking
- Risk assessments and management of all legal aspects of an event
- Contract negotiation
- Registration
- Secretariat duties
- Budgeting
- Project management
- Planning and timeline management
- Programme development
- Transport logistics
- Accommodation booking and management
- Website creation and management - 3rd party supplier identification, evaluation and management
- Onsite management
- Staffing
- Catering
- Exhibition management
- Event and function management
- Financial and accounting management
- Sponsorship management
- Technical support
- Pre and post travel
- Travel desk
- Printing of abstract booklet and/or programme
- Post conference reporting
- Full financial audit