

Services

Some services are offered in cooperation with specialized firms whose expertise is well established in their respective field and/or who are members of local tourism associations. However, all services are under the full supervision of L P C.

- Facility/Site Selection
- Budget/Financial Services
- Critical Path
- Database/Registration and Mailings
- Housing Bureau/Accommodation
- Exhibitions
- Speakers, Panellists and Special Guests
- Communication
- Training and Coaching
- 1 - Facility/Site Selection

L P C will analyze your specific needs, objectives and budget to help you select the ideal facility for your event, bearing in mind your organization's criteria for protocol, security and services. This essential stage includes research, calls to tender, booking and contract supervision and management (facilities and suppliers).

[Back - Top of the Page](#)
2 - Budget/Financial Services

L P C provides the comprehensive management of your financial resources and budget for the planned event. At every step of the way, all budgeted items are closely monitored, submitted to your Organizing Committee and adjusted to conform to your actual requirements. Our services include account reconciliation and detailed financial reports. Upon request, L P C can further set-up and manage provisional escrow banking accounts.

[Back - Top of the Page](#)
3 - Critical Path

Based on your initial schedule, L P C implements a Critical Path providing a clear outline of all key activities, partners, suppliers, tasks, deadlines and progress reports. This essential planning tool is constantly reviewed and updated through meetings with your Organizing Committee.

[Back - Top of the Page](#)
4 - Database/Registration and Mailings

L P C's expert Pre- and Registration Process will help you breeze through this strategic – but often cumbersome – step towards a successful event. Our services include: transfer, conversion and customizing of databases; design, publication and mailing of registration forms (traditional print, fax or email PDF files); coordination of the outreach, invitation and confirmation process; payment reception and processing (cheque or credit card); reports and control listings. Whatever

your requirements, you can rely on L P C to provide efficient and welcoming on-site registration and accreditation services (training and supervision of registration staff, signage, set-up material and equipment, name badges, tent cards, etc.).

[Back - Top of the Page](#)
5 - Housing Bureau/Accommodation

Let L P C take charge of hotel reservations for you and your guests. We provide an all-inclusive accommodation service: site selection, security deposit, billing/payment procedure, room reservation and confirmation, special equipment and/or requirements, housing form, etc.

[Back - Top of the Page](#)
6 - Exhibitions

Planning a special exhibition? It's an ideal showcase and market your products, services and expertise. L P C's key organization skills ensures a vital link between exhibitors, participants and suppliers by managing all aspects of your event: site selection, contract and reservations, invitations, exhibit booths, exhibitors manual, floor plan, installation and take-down, invoice and payment processing, etc.

[Back - Top of the Page](#)
7 - Speakers, Panellists and Special Guests

One area of expertise of L P C is the complete taking charge of speakers, panellists and special guests, from letter of invitation to accreditation, housing, speakers' room and facilities, follow-up for reimbursement of expenses and the managing and supervision of presentations (written or Power Point), including making sure the right equipment is available as well as complete communication and coordination with the audio-visual technicians and interpreters. A storing and record system will be utilized in order to easily have access to the presentations for consultation before and during the event and publishing after the event.

[Back - Top of the Page](#)
8 - Communication

Medias can be a powerful asset in achieving a successful conference, convention or meeting. L P C can put you in contact with a network of professional communication specialists who will help you bring into focus the best strategy, agenda and promotional targets for your event.

[Back - Top of the Page](#)
9 - Training and Development

As an experienced facilitator, L P C offers personalized coaching & training sessions

Introduction to Logistics, Coordination and Management of Events: Planning and Organization, Management and Supervision, Team Building and Supervision, Suppliers and Contracting, Critical Paths, Budgets Financial Reconciliation, Sponsorship and Financial Assistance

Preparation for Trade Shows and Fairs: Research and Surveys, Subject Matter Documentation, Establishing lists of contacts, Briefing, Brokerage and Shipping of Material, Successful Reporting

Computer Training Sessions: Windows 98/2000/NT/XP, Office Suite (Word, Excel, Power Point, Access, Outlook)

[Introduction to Creating and Managing Web Pages](#)

[Back - Top of the Page](#)