Conference and Event Management

i Profile

Our services cover all aspects of conference organization and are either offered on an ad hoc basis or as an all-inclusive package.Our extensive experience is our guarantee for watertight planning and coordination backed with careful selection of the right partners.

Our services extend from the conference website development, to online/onsite registration and support, and finally the successful closure of all matters relating to the conference.Our knowledge and experience have been the key factors in the development of our own software, www.easyconferences.org, which operates as an one-stop shop for conference registration.Participants are able to sign into the system and within minutes register for the conference, workshops, book their accommodation, transfers, social activities and other related services and pay instantly online.

Furthermore the system gives them total flexibility and they can make as many changes/amendments/payments as they like.Easy Conferences Ltd has been in business since 1992 and has been specializing in the complete organization of conferences and related activities in Cyprus and abroad. We have extensive experience in organizing events ranging from 50 to 1000 participants.We consult, manage and assist in every step of the process for any event, and thrive to deliver top professional quality, from the first telephone call to the final document.

CLIENTS

Our client base is very extensive and covers both the public and the private sectors. Our client base includes the Cyprus Government, the University of Cyprus, the Cyprus University of Technology, the University of Dortmund, the University of Potsdam, FIABCI, Electricity Authority of Cyprus and many other prestigious organizations from around the world.Easy Conferences will be happy to provide references and referee contact details on request.

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CONFERENCES

✉ P.O. Box 24420,1704, Nicosia, Cyprus

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@ info@cyprusconferences.org

↗ www.cyprusconferences.org

Our Services

BUDGET PREPARATION

- Determine venue
- Draft & Negotiate Contracts
- Create budget and help set Registration fees
- Calculate Conference Income
- Estimate Conference Expenses

PROMOTION & ADVERTISING

- Build conference website
- Artwork production of: -Posters
                          -Banners
                          -Flyers
                          -Invitations
- Prepare Nnewsletters
- Arrange press-conferences

INTERNET SERVICES

- Design of conference website
- Hosting of conference website
- Maintenance and updates
- Paper submission
- Online registration with instant payment
- Online marketing and promotion
- Online support

SOCIAL EVENTS AND ACTIVITIES

Organisation / Supervision / Coordination

- Coffee breaks
- Welcome cocktails
- Conference dinner
- Excursions / Tours / Nights-out
- Theme nights
- Accompanying persons program

CONFERENCE MATERIAL

- Proceedings
- Handbooks
- Conference bags
- Pens/ Pads
- Gifts
- CDs/ USB sticks
- Lanyards & name badges
- Certificate of attendance

ONLINE REGISTRATION SYSTEM

Secure online payment
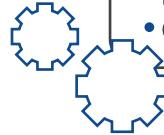
Book and Pay instantly for:

- Conference participation
- Satellite events
- Conference extras
- Accommodation
- Airports transfers
- Car hire
- Social events

easy CRS
CONFERENCE REGISTRATION SYSTEM
www.easyconferences.org

CONFERENCE SECRETARIAT SERVICES

- Online support for participants
- Communication with delegates
- Handling arrangements for invited speakers
- Sponsorships follow up
- Exhibition set-up
- Conference rooms set-up

REPORTS

- Support for organisers
- Up to date registrations
- Workshops status
- Statistical information
- Attendees contact details
- Arrival/Departure information

ONSITE REGISTRATION

- 24-h assistance
- Conference material distribution
- Information desk
- Supervision of services / conference rooms set-up
- Onsite secretariat service
- Poster session set-up
- Exhibition space set-up
- Technical support
- Photographer
- Onsite daily newsletter
- Evaluation forms
- Conference certificates
- Announcement board

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POST CONFERENCE SUPPORT

- Settlement of all accounts
- Profit & Loss account
- Conference statistics
- Finalization with all suppliers
- Post conference support to delegates

flexible solutions to suite
your conference needs