



# Meeting Management

## Expert Meeting Management Services for Scholarly Societies and Associations

### Partner with KGL



The KGL Association Management team offers full-service and a la carte meeting management services for regional, state, and national scholarly societies and professional associations.

Our team is ready to partner with you to understand your goals and bring your vision to life. With years of meeting management experience, we are here to serve as an extension of your team. From planning your entire meeting to helping with specific tasks our services are customized to your needs.

With our Association Management software, attendees will have an online platform where they can connect and network before, during and after the event. Push notifications keep attendees informed of important information and changes in real-time.

Let's have a conversation today about your upcoming:

- ✓ In-person conferences
- ✓ Board meetings
- ✓ Board retreats
- ✓ Virtual meetings
- ✓ Educational webinars

### For more information contact:

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### Services



- ✓ Meeting budget development and management
- ✓ Meeting marketing services
- ✓ Meeting branding services
- ✓ Site selection
- ✓ Contract negotiation
- ✓ Site visits and recommendations
- ✓ Registration and reporting
- ✓ Planning and coordination
- ✓ Room block management
- ✓ On-site event management
- ✓ Risk management
- ✓ Education webinars
- ✓ Professional development and continuing education management
- ✓ Speaker and abstract management
- ✓ Fund management of grants, sponsorships, exhibitors, etc.
- ✓ Vendor, exhibitor and speaker relations
- ✓ Sourcing décor & entertainment
- ✓ Transportation
- ✓ Improving ROI
- ✓ Final billing review
- ✓ Post event surveys