

Your connection to reaching your objectives and achieving strong fiscal rewards.



Meeting & Event Planning Professional Services



Leading the World to Better Performance

Our Meeting and Event Planning professionals pride themselves in developing custom meetings and events that are aligned with the goals of our client.

Our mission is to reduce the time our clients spend on efforts that impact focus on core business initiatives.

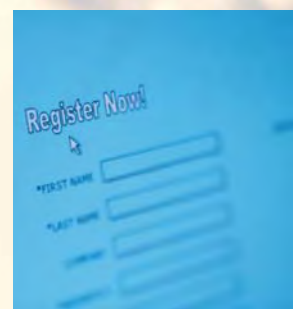
GP's Value Proposition ► Driving Business to Another Level

The tactical and logistical services offered by GP help drive business results for meetings and events. We are proud of our reputation for excellence and quality on behalf of our clients, and we will continue to use industry knowledge, intelligence, and expertise to ensure that you achieve the best quality event.

For clients who want to use their meetings as a springboard to develop and weave in strategies and core competencies, we also offer a comprehensive strategic approach to meeting planning. This unique approach reaches beyond tactical services and assists clients to achieve added value for internal and external customers—resulting in a positive impact on your bottom line.

GP Meeting and Event Planning services address the following:

- Needs Assessment/Consultation
- Site Selection
- Contract Negotiations
- Logistics/Room Setup
- Invitations/Registrations
- Reservation/Accommodation Management
- Food and Beverage
- Telecommunications
- On-site Coordination/Support
- Audiovisual Equipment and Support and Media Coordination
- Air/Ground Transportation Coordination
- Pre and Post Event Reporting





► Needs Assessment/Consultation

Whether your meeting is on-site or off-site, it is important that we understand your goals in order to customize our services to ensure a successful event.

► Site Selection/Logistics

Utilizing the results of the Needs Assessment, GP will select the best venue to accommodate the needs of the event.

► Contract Negotiations— The key to leveraging costs

To ensure that every logistical need is met, we work closely with you and negotiate all costs with vendors and subcontractors in advance. This includes venue, food and beverage, transportation, accessibility, and other amenities needed to ensure successful meetings.

► Invitations/Registration

Whether targeting 5 or 25,000, GP will make certain that each participant receives an invitation that has been uniquely designed for your occasion. Our one- contact registration process provides hassle-free registration; allows for RSVP tracking, complete profiles of attendees, hotel accommodation preferences, dietary restrictions, physical activity levels, emergency contact information, follow-up communications; and provides a record for recurring events.

► Reservation/Accommodation Management

GP will ensure that all reservations and accommodations are tracked. The best methods and tools are used to manage details such as hotel accommodations and changes for departures/arrivals.

► Telecommunications

If your meeting requires teleconferencing or videoconferencing support, GP will orchestrate these types of requests by using reliable vendors in the location of your event. GP can also coordinate online virtual meetings that enable attendees to participate without leaving their desks. GP will provide equipment such as LCD projectors, screens, lavalieres, microphones, and lecterns.

► On-Site Coordination/Support

GP Meeting planners will attend your event to provide tactical assistance. We will also provide support for all of your technical and logistical requirements. Services include, but are not limited to the following:

- Daily bill reconciliation (including review of food and beverage, and other event expenditures)
- Daily review of room counts and manifests
- Liaison with property staff, vendors, and client
- Assistance for attendees and executive leadership teams
- Management staff required for registrations, tours, ground transportation, etc.
- Professional speakers who focus on team-building
- Safety awareness

► Audiovisual Equipment/Support & Media Coordination

Your GP planner can arrange GP's Audiovisual and Media department to handle your on-site equipment and support requirements. GP can also contact and negotiate with preferred vendors on your behalf for these services.

Looking for media coverage of your event? We'll help you target your invitations to media organizations and assist with coordination of press releases.

► Air/Ground Transportation Coordination

Whether by air or ground, GP's Planners will identify the best method and cost effective approach while scheduling and coordinating:

- Arrivals/departures
- Individual/group pick up
- Meet and greet
- Appropriate vehicles
- Vehicles, ensuring that ADA standards are met

► Pre and Post Event Reporting

GP will provide a comprehensive report, including cost information for items such as venue evaluations, rooming accommodations, transportation, food and beverages, and entertainment. The report identifies savings achieved from contracted negotiations, and cost avoidance.

GP also provides your participants with an on-line survey to determine the overall success of your event and the venue for future meetings.

Our Commitment to You: In addition to delivering the highest performance standards, goals, and objectives, we are driven to:

- ▶ Develop collaborative partnerships that allow clients to focus solely on their core competencies.
- ▶ Provide and apply industry knowledge, intelligence, and expertise in meeting and event planning.
- ▶ Assist in the development of meetings that drive business results.
- ▶ Support you in achieving your short- and long-term fiscal and value-driven goals.



www.gpworldwide.com/event_planning

To learn more about
GP's Meeting & Event Planning Professional Services,
call ▶ **860.245.3803** or **860.245.3834**
or email for information ▶ **MEP@gpworldwide.com**



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