

## Stand-Alone Package

### Compiling Book of Abstracts

Send out call for biogs, photos and abstracts

Ask conference chair to provide welcome address

Collate information i.e., venue, agenda, hotels, abstracts

Upload onto USB keys or internet

### NOTES:

Listings included but not limited to those indicated

For all event support level of effort agreed following initial consultation outlining requirements - billing is based on that assessment.

Scheduling and lead times will factor into support levels available.