

| Stand-Alone Package |
|---|
| Kick-Off Meeting |
| Book Venue & Catering |
| Liasing with PR Office (if applicable) |
| Liasing with attendees regarding meeting (maps, directions, special requirements) |
| Delegate Badges |
| Signage for meeting |
| Room Set-up & Clean-up |
| Accommodation Links |

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.