

Professional Meetings
Professional Management
Professional Delivery
Professional Conferences
Professional Message



Meetings - Association Management - Conferences - Incentives - Events

What makes PDG special? We have been planning conferences and meetings since 1986. During that time we have managed conferences around the United States from Boston to Ft. Lauderdale and from San Diego to Savannah. This is a family business and we realize the only item that sets us apart from our competition is our exceptional service. We bring with us special attention to details, the ability to negotiate hotel contracts that are in the best interest of our clients and relationships with hotels, airlines and rental car agencies that we have developed over more than a decade. We have visited and inspected more than 500 hotels and conference centers. We have working relationships with every major airline, rental car company and hotel chain. We also bring the touch of technology. A way to communicate your message across platforms and the U.S. We know that with the ever-increasing workloads, volunteer groups & corporations are being stretched to provide the kind of excellence they desire for their organization. Let us remove the burden and make your organization's event The BEST! Let us handle the contracts, A/V, web, photocopying, catering, organizing, e-mailing, confirming, stressing, worrying, and we promise to make you look good.

If you have questions, please call any time. We would love the opportunity to make your conference special and less stressful for the organization. 800-488-6341



Do you have an idea for a conference but have no idea how to put it together and make it work? Have you discovered an unmet need for a conference or trade show in a niche market but don't want to risk your own capital? Do you have an idea for a meeting or a training workshop but have no idea how to judge the feasibility of the project. Give us a call. We can work with you and your idea in several ways: 1. You can hire us as your consultant. 2. You can partner with us for a percentage of the net proceeds. 3. You can allow us to evaluate the idea and if we like it you can simply sell us the idea.

We are a family business that succeeds not because we are high tech but because we are high touch. The people who attend our conferences are not only our clients but also our friends.

What can we do for you?

Some of our Clients:

AFSA Data Corporation

General Electric

infINET Technologies

Treasury Institute for Higher Education

commonfund

VISA

Sallie Mae

Treasury Management Association of Indiana

On-Line Professional Options

With the increase of attendees utilizing the web and on-line tools, it's more important than ever to be able to offer your customers web-based services, options, information and tools. PDG has been helping clients to offer new services on-line. Let us help you create an electronic presence to help promote your meeting or association.

On-line Services Include:

- ~Basic web site construction & maintenance
- ~Registration & Secure Credit Card Processing
- ~Listserv options to help your clients stay in touch
- ~Data Mining & Statistical Analysis
- ~Search Engine Optimization
- ~e-mail notifications & promotions
- ~domain registration & setup
- ~on-line advertising setup & maintenance



An on-line workshop offered by PDG. Recorded at a conference in San Diego, CA

Internet Video

With the advance of internet bandwidth, on-line video has become a tool PDG utilizes to present on-line e-sessions. These web video sessions allow attendees who otherwise can not afford to travel or can not take the time to leave their busy offices, to view high quality content. It's a great way to reach potential or current clients, members, or staff with high speed access. PDG offers the full range of services from on-site video recording to back end conversion and web publishing. Check out www.meetings.prodev.com to see samples and options with on-line video.

On-line Video Options:

- ~Streaming web video of sessions & workshops
- ~CD's of sessions & workshops
- ~Training packages and on-line training workshops

PDG can perform a wide range of services to improve your current meetings, start your new association, begin a new annual trade meeting, or other incentives. Some of our services include:

Agenda, Content & Faculty

- Collect biographies and session descriptions from speakers. The client will select topics and speakers.
- Confirm speakers and provide final speaker arrangements, including hotel rooms, transportation available to speakers.
- Coordinate obtaining continuing education credits from appropriate body.
- Coordinate speaker gift recommendations, selection and mailing. (Client sets price range for gifts.)
- Provide, collect, a conference and speaker evaluation form.

On-site

- Assist in coordinating conference opening evening activities.
- Staff on-site registration and information table and coordinate overall logistics of conference on site.
- Coordinate all site vendor (hotel) arrangements.
- Coordinate conference menu selections.
- Manage and supply on-site A/V equipment
- Coordinate conference speaker's audio / visual and any other equipment needs with the hotel.
- Assist the sponsor in obtaining, delivering and awarding door prizes.
- Produce and distribute conference name badges, sponsor and speaker ribbons.

Post Conference

- Send out invoices for collection of registration fees when necessary, and follow-up as necessary to ensure collection.
- Provide annual conference report summarizing all revenues and expenditures for the conference.
- Maintain database of current and prior conference sponsors.

Conference Events

- Golf outing to be associated with the event.
- Tours for participants
- Receptions for group

Pre-conference

- Negotiate the site for the conference (hotel, meeting rooms).
- Overall conference administration and assistance in preparing a conference budget.
- Negotiate the airline and rental car discounts for attendees.
- Provide conference information via an 800 number phone service or mailing as required.
- Design and layout brochures. Arrange for printing and mailing.
- Prepare labels from mailing list provided by the client.
- Record and deposit registration and sponsor payments for annual conference.
- Handle registration processing and confirmation. Via mail and on line registration.
- Compile and prepare annual conference binder containing handout material, assist in developing inserts, and obtaining printing or reproduction services.
- Invoice sponsors for conference.
- Coordinate obtaining tote bags.

Association Management

- Assist in developing and publishing the client's annual membership directory.
- Maintain membership and mailing address database for members, officers and board members.
- Update and distribute information to board members
- Maintain copy of bylaws on system and update as requested by client.
- Invoice all members for their annual dues, and mail a follow-up reminder when dues are 30 days late.
- Store client's financial records and continuing education attendance documentation.
- Maintain web site, including: publication of monthly newsletters, conference brochure, conference registration materials, conference general information, client general information, client membership application and annual client membership directory.

Technology, Data & Internet

- A web site may be developed to provide on line registration and display of brochure.
- Video tape sessions and convert to CD-Rom or Web Video
- Maintain client postal mailing database
- Accept credit cards on-line thru 128 bit secure certificate
- Purge mailing list as mail is returned from the Post Office as undeliverable.

To find out more about *Professional Development Group's* Meeting Planning Services, call 800-488-6341, fill out the form and fax to 812-339-0138, mail, or fill out our form electronically at www.meetings.prodev.com

Name _____

Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Please check the boxes that apply to your meeting. If you don't know these specifics, we'll work them out together.

Meeting Type
<input type="checkbox"/> Corporate
<input type="checkbox"/> Incentive
<input type="checkbox"/> Promotional
<input type="checkbox"/> Educational
<input type="checkbox"/> Trade
<input type="checkbox"/> Association
<input type="checkbox"/> OTHER:

P a t t e r n s	
<u>Arrival Day</u>	<u>Departure Day</u>
<input type="checkbox"/> Sunday	<input type="checkbox"/> Sunday
<input type="checkbox"/> Monday	<input type="checkbox"/> Monday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Friday
<input type="checkbox"/> Saturday	<input type="checkbox"/> Saturday

Seating Formats
<input type="checkbox"/> Theater
<input type="checkbox"/> Classroom
<input type="checkbox"/> Discussion
<input type="checkbox"/> U-Shaped
<input type="checkbox"/> Banquet

Expected Attendance
<input type="checkbox"/> 20 - 50
<input type="checkbox"/> 51 - 80
<input type="checkbox"/> 81 - 100
<input type="checkbox"/> 101 - 200
<input type="checkbox"/> 200 - 400
<input type="checkbox"/> Larger

MEETING TOPIC(S) or THEME(s): _____

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www.meetings.prodev.com

Pre-Sort
First Class
PAID
Permit No. 10
Spencer, IN
Return Service
Requested

Professional Events
Professional Associations
Professional Content
Professional Relationships
Professional Receptions

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