

# Conference Management Package

The Conference Management Package is designed to assist conference planners and organizers by assuming responsibility for several key components of the conference process. The emphasis is on a base package of services which are generally recognized as being the most time-consuming or logistically challenging for many organizations. Complementing this base package is a shopping list of additional services which The Rajasthan Travel Service offers to any clients who wishes to incorporate them into their Conference Management Package for an additional fee.

## OUR FULL EVENT MANAGEMENT PACKAGE

- Venue Search and Supervision
- Venue Selection and Booking
- Secretarial Services
- Identifying Guest Speakers & MC's
- Pre & Post Event Public Relations
- Invitation & Confirmations
- Conference Branding, Theme Design & Printing
- Arrangement of Transportation & Transfers
- Booking of Hotel Accommodation
- Provision of Catering
- Set-up of Staging & Production
- Provision of Audio Visuals & Presentation Equipment
- Provision of Interpreters Translators and rapporteurs
- Technical Equipment.