

# conferencinginabox

“Excellence is in the details. Give attention to the details and excellence will come”



Folder, flyers and notepad



Branded lanyards & program



Gift items (mug, pen, bag & key chain)

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[www.willart.com](http://www.willart.com)

Outsourcing your conferences, seminars, and other meetings is a great way of assuring its success. It has been our experience that a professional event management team can save your organization valuable time, effort and expense.

As a result of this we have launched Conferencing-in-a-box through which we shall be able to offer you our years of expertise in managing the collateral required for your conference allowing you to concentrate on the broader areas of conference planning, including the content, confirmation of key note speakers, facilitation etc. In addition, we are able to run a fully functional secretariat AWAY from your offices. This includes, competent staff, which helps in the follow up with various suppliers and service providers.

## **WHY US?**

- 1) The expertise gained from planning other conferences and events becomes the foundation used to plan your event.
- 2) We bring negotiation power and assure quality control when dealing with multiple suppliers for the event. This can be a significant cost saving for your organization.
- 3) We keep the event schedule on track by:
  - a) Ensuring the important little details do not get overlooked while handling unexpected problems swiftly and efficiently.
  - b) Working closely with the organisation leaders Conferencing-in-a-box frees them to work on their organizations everyday needs, rather than the basic administrative tasks of planning and running the event.
  - c) Ensuring the event stays on budget.
  - d) Providing cost effective solutions to personnel, equipment, facilities and budget considerations.

In addition to the aforementioned we offer you incredible production discounts for ALL Conference collateral produced in house. We have partnered with Miles and Beyond Travel, to offer hotel reservations, meet and assist, ticketing and other travel related services, for your guests.

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Certificates, name tags\*, place cards\*  
Conference bags, branded polos\*, t-shirts\*, dress shirts\*  
Folders (leather, PVC & Material), Paper folders\*, Binders\*

\* Not shown

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Conference booklets, work books\*  
Pens, notepads\*, brochures\*, flyers\*, posters\*  
Roll up banners, lateral banners\*, signage\*

\* Not shown

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Travel insurance  
Hotel liason, meet and assist\*  
Airport transfers, group travel

\* Not shown

In partnership with

