

# P O R T F O L I O

SCHMIDT-RÖMHILD KONGRESSGESELLSCHAFT MBH



We have been organising congresses, conferences, trade fairs, seminars and symposia across Germany and its neighbouring countries for over 30 years. Whether you are interested in a small-scale seminar or a conference for up to 1,000 delegates, we are a full-service partner for our clients, taking care of everything to do with planning, designing, organising and running your events. However, you can also book individual elements of our service portfolio and combine them as you wish.

## Forming the mainstay of your event, our portfolio comprises:

### Before the event:

- Designing and planning the event
- Preparing calculations and costings; monitoring profitability
- Drafting and handling contracts for exhibitors
- Collecting participants' fees in advance or on site
- Processing invoices received
- Viewing/booking event rooms and conference centres
- Print and digital advertising targeting exhibitors and visitors
- Registering visitors and exhibitors
- Planning trade fairs (allocating floor space and stands)
- Drawing up stand plans
- Arranging staff and hostesses
- Looking after speakers
- Securing sponsors
- Producing printed materials (programme booklets, flyers, advertising)
- Creating websites and updating social media
- Managing posters and abstracts
- Designing and booking programmes of fringe events for participants and their companions
- Handling contracts for external service providers
- Preparing handouts

- Block-booking rooms for speakers, participants and exhibitors
- Requesting CPD points from the relevant medical associations

### During the event:

- Looking after all the procedural elements of the event
- Looking after participants and speakers at the conference desk or in the conference office
- Logging new registrations
- Giving out information to participants and speakers
- Organising industry exhibitions, dividing up stand space and overseeing setup
- Looking after sponsors
- Overseeing catering
- Media check
- Looking after rooms and presentation sessions
- Checking the progress of fringe events
- Checking rooms
- Giving out certificates and CPD points
- Registering and looking after the press
- Performing evaluations and distributing handouts

### After the event:

- Reimbursing speakers' travel expenses
- Working through the evaluation
- Preparing the follow-up report (record of conference proceedings, cloud, USB stick)
- Settling the final accounts for the event

Schmidt-Römhild Kongressgesellschaft mbH is affiliated with the Schmidt-Römhild publishing house – if required, the graphic design team and printers can be called in quickly and unbureaucratically to produce programme booklets, homepages, flyers, brochures and other advertising materials.

**SCHMIDT  
RÖMHILD**

**Kongressgesellschaft mbH**

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