

ASSOCIATION MANAGEMENT

Strategy

Starting Out

- We incubate new societies and help to set them up with everything they need to get off the ground.
- We know new societies have limited budgets, so we invest in our fledgling societies by keeping costs to a minimum.

Setting a Direction

- We'll work with the board to develop strategies and activities to meet your objectives.
- We will help you to implement your strategy on time, professionally, and in a cost-effective way.

Going Forward

- We will work with you to develop new ideas and identify areas of potential innovation.

Membership

Managing your Membership

- We'll manage and process your membership applications and renewals.
- Our bespoke database allows us to correspond directly with your members, and to run stats to keep track of your members.

Growing your Membership

- We'll work closely with the board to develop membership packages.
- We'll work with the board to develop strategies and build campaigns to grow your membership.

Awarding your Members

- We will source, arrange and administer awards and prizes for your members.

Administration

Day-to-Day Paperwork

- We'll provide all the secretariat support your society needs, such as organising and administering board and committee meetings and conference calls.
- We'll stay on top of your governance administration, legal paperwork and reporting.

Your Society's Point of Contact

- We will be the first point of contact for your society, managing incoming correspondence, and re-routing to appropriate people if necessary.

- We'll set up and maintain society-specific email accounts and addresses, including addresses for board members if necessary.

Your Society's Headquarters

- If your association operates virtually, we can give you a physical HQ. Our office (just outside Oxford, UK) provides an address for mail, phone calls, deliveries and your physical filing cabinet.
- We use VoIP (Voice over Internet Protocol), a cost-effective way for international phone calls to take place via the internet.

Finances

Financial Paperwork

- We will manage your bookkeeping. We'll keep records of all society expenditure and income, and manage board member expenses.
- Working with the board, we'll build and manage the society's budget.

Financial Transactions

- We'll set up and manage payment processing (e.g. PayPal) for your society.
- We'll manage invoicing and receipt of payments.

Reporting

- We will prepare financial reports and information in-line with association requirements for annual reporting.

Communication

Your Website

- Using our bespoke system, which has been specifically designed for scientific society websites, we can build, design, manage and maintain your website.

Promoting your Society

- We'll manage email campaigns to promote the society to prospective and current members and event participants.
- We'll develop a marketing strategy to market your society.
- No time to tweet? We can do it for you! We develop social media strategies to help promote your society and reach new audiences.
- Do you have something to shout about? We'll write and issue press releases and liaise with press and media on request of the board.

Fundraising

- We'll produce sponsorship and fundraising packages and materials to support society activities.
- We'll help to identify and apply for appropriate grants to support your activities.

CONFERENCE AND EVENT MANAGEMENT

Programme

Event Strategy and Planning

- We'll work closely with the board to strategically plan, develop and evaluate your event

Scientific Programme

- We'll liaise with relevant board representatives to devise the programme
- We will manage arrangements for invited speakers and other guests
- We will coordinate the abstract review and selection process
- We'll manage poster session arrangements
- We will liaise with any journals and publications
- We'll coordinate grants and awards

Social Programme

- We'll build and coordinate a social programme, such as gala dinners and invited speaker receptions
- We will manage and make arrangements for all aspects of social events and activities

Logistics

Venue and Accommodation

- We'll make all venue related arrangements including room booking, catering and AV hire
- We can source and negotiate deals with nearby hotels

On-Site Logistics

- We'll manage all aspects of the on-site organisation during the event, including managing the registration desk, dealing with queries and coordinating auxiliary staff

On-Site Communication

- We will compile, design and produce event-supporting materials, such as programme books and abstract books (printed or virtual as requested)
- We'll manage any on-site signage as required, in liaison with the venue
- We'll produce badges, conference bags and merchandise as required

Registration

Event Registrations

- Using our bespoke event booking system, we can set up, process and monitor congress registrations

- We will deal with delegate and speaker queries in advance of, and during, the event

Abstract Submission

- We will coordinate and process abstract submissions via our bespoke event database.

Sponsorship

Sponsors

- We'll produce sponsorship and fundraising packages and materials to support your event.
- We will identify and build relationships with potential sponsors, nurture existing sponsor relationships and attend to sponsors during the congress.

Exhibitors

- We will identify and book exhibitors, nurture the relationship with exhibitors, and manage the exhibition.

Fundraising

- We can help to identify and apply for appropriate grants to support your activities.

Administration

Finance

- We will undertake budget preparation, management and reporting.
- We'll manage invoices and receipt of payments.
- We will manage on-site cash and payments.

Administration

- We will manage all congress related paperwork, such as insurance and contracts (signatories as defined by contract)

Reporting and Evaluation

- We will design and collect event evaluation and attendee feedback, as appropriate
- We'll prepare reports and summaries to steer future events

Communication

Website

- We can build, design, manage and maintain a website for your event, or incorporate our registration and booking system into your own website

Marketing and Promotion

- We will develop a marketing strategy to best promote your event
- We'll manage email campaigns to your members and prospective participants

- We'll manage the promotional and on-site social media for your event

Press and Public

- We'll can write and issue press releases and liaise with press and media on request of the board
- We specialise in helping scientific organisations bring their science to the public. See our Outreach and Education services below for more details.

EDUCATION AND OUTREACH

Strategy

Working closely with the board, we can help you to develop and implement an outreach strategy and programme for your society.

Events

We can organise, coordinate and run events and activities for public audiences and school groups, such as stalls, shows, talks and workshops.

Resources

We can work with you to develop resources and activities, both physical and virtual, to engage the public, patients and school children with your field of work.

Training

We run public engagement training workshops for scientists, which can be tailored for your society's specific needs and focus.