



Meeting Tomorrow is your **single-source provider** of audio visual and technology equipment as well as onsite support services for meetings and conferences nationwide. We have a **larger service coverage area** than any national AV provider and are the only direct nationwide rental and service provider of audio visual equipment in the country.

## Complete Project Management

Our extensive resources allow us to identify the best way to realize your vision while continually looking for ways to save you money. Through our expansive network, we provide consistent, nationwide pricing with no hidden fees.

## 15 Planning and Preparation

Our team will act as an extension of your organization and orchestrate your entire event. You will be assigned a dedicated Technical Director who will provide careful direction and supervision from beginning to end. Your Technical Director is your "one-stop-shop" for everything technical and will work hand-in-hand with our Technical Logistics Coordinator to procure and administer the proper resources for your conference. This includes:

- Site identification, technical survey, selection recommendation
- "Behind-the-scenes" logistic coordination with venue staff, experienced union labor facilitation and contract negotiation - *no more hotel fees for bringing in an outside audio visual company!*

## Day-of-Event & Logistics Management

From down-to-the-minute scheduling to real-time updates and support, Meeting Tomorrow's Conference Management Team will work around the clock the day of your event to ensure a successful conference, including:

- Equipment delivery, setup and strike by appropriate technicians
- Pre-conference rehearsal and equipment testing, facilitated by your Technical Director and all other assigned staff
- Onsite technician services for all sessions during conference and additional stand-by technicians held locally

## Onsite Meeting Services

Meeting Tomorrow provides top-of-the-line presentation equipment and peripherals to ensure a consistent, high-impact audience or participant experience at your conference. All equipment is set up and supported by our professional technicians whose sole focus is making your event successful. Our Conference Support Team adheres to our rapid-response escalation process should an issue warrant the involvement of additional personnel, with each team member 100% committed to the success of your conference.

## Post-Conference Services

At Meeting Tomorrow, we understand that just because the conference is over, the work is not. Our Post-Conference Report provides you with:

- 1) A summary of all events, including all equipment used at the conference
- 2) Conference/room-specific notes and suggestions for future events by our onsite technicians and specialists
- 3) Pictures of the conference and break-out rooms
- 4) Year-to-date summary of Cost Savings Identification

## Additional Services

In addition to our extensive project management and audio visual services, Meeting Tomorrow is ready to put your conference on the cutting edge with:

- Audience response systems
- Spotme networking services
- Videography / post-production editing
- Webcasting
- Satellite broadcasting
- Video conferencing