



## MEETING & EVENT PLANNING & CONSULTATION

***PURPOSE: To help you design and produce meetings and events that surpass educational, networking, and financial goals and create experiences attendees will always remember.***



Let FPMR's experienced, professional staff help your organization to plan and execute successful events. FPMR meeting planners, including Certified Meeting Professionals (CMPs), have more than 100 combined years of experience managing all aspects of conventions, trade shows, board meetings, educational symposia, golf tournaments and VIP events.

Do you need assistance with site selection? Our team maintains strong relationships with hotels and venues in North Carolina, across the United States, and beyond. Let us do the legwork for you.

Negotiating venue contracts? Our team stays up to date on the most current legal issues to protect our clients' interests through continuous professional development, and our network means we can negotiate great rates for you.

Budgeting? Program planning? FPMR's professional planners will work with you to determine the goals for your event, map out a timeline, and develop the program elements that will ensure the event's success. Post-event financial reporting, speaker coordination, developing exhibitor and sponsor packages? Let us handle the details. What about registration? Our planners have experience with multiple online registration platforms. Promotions? Our marketing and communications specialists will develop a comprehensive strategy to promote your event.

### Special Offer: Conference Contract Tune Up - \$150

*As your association moves back into live or hybrid meetings, make sure you are operating at peak effectiveness. The Conference Contract Tune Up is a non-legal review by a Certified Meeting Professional to look at things like:*

- *Contract language including performance guarantees and attrition*
- *Force majeure language*
- *Concessions and comps*
- *Hidden fees and surcharges*

### Meeting Planner



Nancy Lowe, CMP, is a Senior Account Manager for FirstPoint Management Resources. She worked in meeting services and special society services for the North Carolina Medical Society from 2005-2019. In that capacity she provided meeting planning services to 10 medical associations. At FPMR, Nancy serves as the meeting planner for the National Organization of Research Development Professionals and the International Society for Pharmaceutical Engineers, Carolina South Atlantic Chapter. She received her BS in Political Science from Guilford College and became a Certified Meeting Professional (CMP) in 1998.