

## CONGRESS / CONVENTIONS

### INTERGRAL SERVICES

#### 1. Integral congress management

- **Planning**

Preparation of budget, tax advice and search for the most suitable destinations and locations.

- **Technical Secretariat**

- ❖ Call management (databases, e-mailings, corporate web, call center ...)
- ❖ Search for sponsors and collaborators, audiovisuals, simultaneous translation, catering, photography, staff.
- ❖ Organization of the gala, dinner, organization of the village of sponsors and exhibitors.

- **Scientific Secretary**

Management and recruitment of national and international speakers, moderators and guests, and publication of presentations and submissions.

#### 2. Audiovisual production

We have an extensive catalog for our production, and what we do not have, we find.

- **Audiovisual knowledge and logistic support.**

Pre-production, technical direction, sound, lighting, event coverage ...

From the supervision and correction of the technical script, through the creation of the graphic script, selection of places where the recording will be made, processing of permits to avoid possible problems during or after the shooting, contracting of technical, artistic, edition, costume, makeup ...

- **Latest technology**

Keeping up to date with all the news that appear on the market.

#### 3. Event decoration and decoration

Our team of professionals (creativity, architecture, design and decoration) are experts in creating unique spaces for any action that you want to do and require your own space (exhibition booth, outdoor events, tents and special assemblies, etc.).

- **Fairs stands**

Design and creation of exhibition stands. Comprehensive service.

- **Design of the stand**

Construction at any national and international trade fair (transport and assembly).

- **Stand management**

Operational management of the stand (stand staff, catering ...) and design of incentive and visitor activities.

- **Creation of spaces for events and actions**

We conceptualize and create special spaces for any type of action and indoor and outdoor campaign. Structure design, lighting, sound, A / V and supplies, permission and assembly management, decoration, special effects ...

#### **4. Graphic production**

A graphic project can be; a poster, a container, a book, a catalog or a magazine, manuals, memos, leaflets, billboards, a commercial sign, the cover of a disc, business cards and any type of product or object that has a design applied to its surface.

- ❖ Small / Large format printing
- ❖ Textile printing
- ❖ PLV
- ❖ Signage and signage
- ❖ Digital and offset printing.

#### **5. Multimedia and technology**

We believe in technology for events and congresses. We analyze, design and apply the latest multimedia technologies and services. Our entire team of programmers, designers and technology specialists work with one goal: to provide the best solutions to their needs.

- ❖ Augmented reality and virtual reality
- ❖ 3D mapping
- ❖ Events 3.0
- ❖ Mobile applications
- ❖ R&D of events.

## 6. Museography

We take care of thematization of large and small spaces, as well as the design of scenery.

- ❖ Innovative and functional museums and interpretation centers.
- ❖ Construction and design of scenery.
- ❖ Design and production of exhibitions.

## 7. Expert in sponsorship

- **Development of sponsorship plans**

We are one of the national and international references in sponsorship. We collaborate with some of the world's leading sponsorship projects and advise international brands to maximize their specific sponsorship strategies and actions.

- **Sponsoring assessment**

We help companies and institutions define their sponsorship policy and find the best sponsorship options in line with their strategies, positioning and communication goals.

- ❖ Definition of the Sponsoring plan within the Marketing and communication plan.
- ❖ Sponsoring research: we find the best options available.
- ❖ Sponsoring activation: we enhance the sponsorship action by monitoring the activities.

We propose complementary activation actions to get the maximum return on each sponsorship and measure the return on investment for each sponsorship.

## 8. Communication and marketing

We often think that the words "communication" and "marketing" mean the same thing. Their relationship is indisputable, but the reality is that they don't refer to the same thing.

- **Digital marketing**

We need a digital marketing campaign: web, SEO, content marketing ... We take care of it.

- **Communication plan**

We adapt the communication to the nature of your company and the product or service you promote.

- **We generate business**

Everything to achieve the main objective, to generate business.

- **Advertising**

Advertising is a way of communicating marketing. We do not just offer products: we convince, we drive, we generate, and we create.

## **9. Design of stands**

Our team of professionals (creativity, architecture, design and decoration) are experts in creating unique spaces for any action that wants to be performed and that requires its own space (exhibition stands, outdoor events, tents and space assemblies, etc.).

- **Fairs stands**

- ❖ Design and creation of exhibition stands. Comprehensive service.
- ❖ Construction at any national and international trade fair (transport and assembly).
- ❖ Management of the stand: operational management of the stand (stand staff, catering ...), and design of incentive and visitor attraction actions.

- **Creation of spaces for events and actions**

We conceptualize and create special spaces for any type of action, indoor and outdoor campaign.

- ❖ Structure design.
- ❖ Lighting, sound, A / V and supplies.
- ❖ Permission management and assembly.
- ❖ Decoration.
- ❖ Special effects.

## **10. Entertainment**

Hiring entertainment and artists for your event. Just ask us and it will be part of your event.

- ❖ Presenters
- ❖ Celebrities
- ❖ Magicians
- ❖ Music groups
- ❖ Speakers; economics, innovation, business, management skills, motivation and leadership, athletes and overcoming, Psychology and Health.

### **11. Location of event spaces**

We take care of the perfect location for your event. No matter what or where, we take care of everything and won't stop until we find what you want.

- ❖ Corporate, social and cultural events.
- ❖ Conventions
- ❖ Congresses
- ❖ Meetings
- ❖ Seminars

### **12. Transportation**

Design and coordination of transport operations for speakers and attendees. Transfer of all types and all types of vehicles.

### **13. Accommodation**

In addition, we are IATA travel agency. We offer you the complete planning, reservation management and coordination of the congress accommodation services.