



CONFERENCE DIVISION

Professional organisation of medical conferences in different formats tailored to suit the requirements of our clients.

- National conferences;
- International conferences;
- Satellite symposia at major international conferences;
- Closed round table meetings;
- Workshops and interactive events;
- Meetings of professional associations.

The conference division at Mediscript manages all organisational aspects as summarised below:

- Assessment and selection of conference event and venue;
- Identification of type of conference: national/international conference, satellite symposium, round-table meetings, closed workshops;
- Securing sponsorship;
- Appointing the faculty: convenor/chairperson, international advisory board, speakers and delegates;
- Scientific programme planning, including identification of subject areas, general themes and topics;
- Preparation of pre-conference literature, conference announcements, abstracts, posters, programmes, conference packs;
- On-site management, including registration, technical facilities;
- Catering, travel and hotel arrangements;
- Exhibition arrangements;
- Publication of post-conference literature, such as newsletters, reports, full proceedings, webcasts.

For further details, or enquiries, please contact Andy Rogers or Mitul Patel

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