

## FEEDBACK FROM OUR PARTNERS

*"I found the conference to be one of the most beneficial I have ever attended...(It) was not only informative, but I left with new friends. When I applied for the poster presentation I was unaware of any judging and so I was taken by surprise to learn I had won. The shock of winning left me so stunned that I forgot to thank anyone or say anything to the conference organizers. Please accept this as my expression of gratitude."*

**Presenter: 1st Nurse Education International Conference, Vancouver, 2006**

*"...it was the first conference I have run with the department in partnership with a Society and I have been very impressed with the service offered. The pre-conference administration and organisation was excellent and I was kept informed at all stages and consulted whenever necessary. I would like to commend the team on their professionalism, right through to the very end of the de-brief session, and it was pleasing to see delegates thanking them for their help and for a great conference."*

**Elsevier Publisher: 2nd International Conference on Movement Dysfunction, Edinburgh, 2005**

*"I could not have asked for any better support staff and conference organization than the conference team provided. I have heard nothing but complimentary remarks from colleagues about the way the symposium organization was handled."*

**Scientific Chairman, International Symposia on Turbulence and Shearflow Phenomena, Williamsburg, 2005**

*"This year was our first time to attend the Biometrics conference and exhibition. It certainly won't be our last! For Siemens, the exhibition yielded valuable business opportunities together with quality business contacts."*

**Siemens Exhibitor: Biometrics conference, London, 2005**

*"The society came in to a meeting with Elsevier with the idea of holding a '50th Anniversary Conference'. Four hours later, the dates and venue had been agreed and provisionally booked, and the outline programme drafted. Such was the impression this created, that Elsevier is now the favoured publisher for a new journal they plan to launch in 2008."*

**Elsevier Publisher: Tetrahedron Symposium**

## DO YOU HAVE A NEW EVENT IDEA?

The conference Director will be happy to discuss any new proposals and to provide a financial model and a full proposal for your consideration.

Elsevier conferences can work with its partners in a number of different ways to satisfy the financial requirements of all parties.

Please contact us to set up a meeting or discuss a proposal:

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ELSEVIER



**ELSEVIER  
CONFERENCE  
DEPARTMENT**



Meeting needs...

## THE GLOBAL CONFERENCE DEPARTMENT, BASED AT ELSEVIER OXFORD, UK, PROVIDES A COMPLETE CONFERENCE MANAGEMENT SERVICE TO SUPPORT ELSEVIER'S PUBLISHING ACTIVITIES.

Working alongside publishers, editors and societies in all areas of science, technology and health science, a highly experienced, professional team organises, manages and administers international conferences and congresses.

Elsevier events are attended by researchers, policy-makers, educators, practitioners and students who want to learn about cutting-edge science from the world's leading authorities.

At the same time attendees can contribute and share information with peers. Authors have the opportunity to present their research as an oral paper or poster and of having their peer-reviewed work published in one of Elsevier's high quality journals or other suitable medium.



Poster and exhibition at Biosensors conference, Granada, Spain

International conferences are the ideal places for the scientific community to exchange views and to forge new professional relationships.

A project manager will be assigned to the conference and is responsible for every detail of the event, leaving the scientific committee free to concentrate on the programme.

## WHAT IS THE PROJECT MANAGER RESPONSIBLE FOR?

- Venue search and shortlist of recommendations
- Negotiating best available rates on meeting space, bedrooms and food and beverage and best conditions of contract with suppliers
- An extensive marketing and public relations campaign including conference web site, design, print and mail literature, ads and e-mail shots
- Dedicated on-line abstract submission system for authors and reviewers.
- Promotion of the conference to potential exhibitors and sponsors
- Financial management – setting up and managing conference budget, controlling expenditure, paying supplier invoices, receiving payments, providing detailed post-conference reconciliation
- All conference logistics including; author communication, audio visual equipment, speaker travel information and hotel accommodation, catering, registrations, visa requirements, arranging poster panels and exhibition stands, conference materials, on-site signage and delegate joining instructions
- On-site management at the event
- Social programme



Events take place in all parts of the world from seminars of 50 people to week-long congresses with associated exhibitions attended by over 1000 delegates.

## WHAT IS THE SCIENTIFIC COMMITTEE RESPONSIBLE FOR?

The success of the conference is dependent not only on flawless administration but on an enthusiastic and dedicated Scientific Conference Committee who may already be in place by the time Elsevier are invited to provide administrative support for the conference. If the conference is society-owned, it usually appoints the conference Chair and committee. Elsevier journal editorial board members also often play a significant part as scientific committee members.

### **These key people:**

- Provide conference title, aims, scope and themes
- Review abstract submissions online and advise the project manager of accepted/rejected papers
- Select keynote speakers and session chairs
- Create the scientific programme, putting presentations into sessions and themes



View from the Queen Elizabeth II Conference Centre, London—venue for the annual Biometrics conference

**See the following conference websites for more information:**

[www.diamond-conference.elsevier.com](http://www.diamond-conference.elsevier.com)

[www.grovetfuelcell.com](http://www.grovetfuelcell.com)

[www.tetrahedron-symposium.elsevier.com](http://www.tetrahedron-symposium.elsevier.com)