



CAP Partner

Professional Conference Organiser

CAP-PARTNER.EU

Making your Conference

Consistent, Sustainable and Attractive

Making your Events

Informative, Relevant, Timely and Reliable

C
Conference
Organisation

A
Association
Development

P
Project
Management



- We have more than 14 years of experience working as a core PCO for several scientific associations
- We have an excellent track record in fundraising for scientific conferences
- We find alternative ways of securing a successful conference.
- We are experts in VAT procedures for scientific associations
- We consistently deliver a high level of service, are always well prepared and understand the importance of smooth logistics.

CAP Partner is a member of



Choose us

About CAP Partner

CAP Partner is a consulting company whose primary customers are scientific associations, individual researchers, hospital departments and university departments.

Having worked as both PCO and Core PCO for several associations for many years we know how to exploit the many advantages of having a PCO. In cooperation with the scientific hosts, we have been able to make their conferences/courses consistent and very attractive for all stakeholders.

Fundraising strategies and sponsor programmes are one of our main focus areas, as being successful in this area, we are able to secure that the association / conference can afford employing us.

We offer a team of highly trained staff with extensive experience in conference planning and project management. We offer conference management at all levels with a focus on maximising the outcome for the conference participants, sponsors, organisers and other stakeholders.

We have a strong focus on economy, logistics and most importantly service.

Elements of a successful conference

Overall planning and coordination

CAP Partner has solid experience in conference planning and management, where efficient action plans are essential.

- Financial management and budget control
- Financial status reports to the Association (ACC) / Local Organisers (LOC)
- Final balance, audit and report after the conference
- Contact and negotiations with relevant suppliers (venue, catering, AV, hostesses etc.)
- Assistance with the setup of the scientific programme
- Communication, travel and hotel booking for invited speakers and organisers
- Overall management and planning of all practicalities of the conference
- General consultancy with regards to all aspects of the conference
- Final checklist and on-site presence at the conference with the number of staff needed
- Presence at relevant ACC / LOC meetings (when needed)
- Coordination of all conference materials
- Marketing plan including all relevant marketing efforts (i.e. adverts in relevant journals, material and presentation slides at relevant meetings etc.)
- Project Management on site during the conference

Registration

CAP Partner can handle all tasks related to registration management operations:

- Fully integrated and professional registration system
- Payment transactions
- Processing
- Badge production
- Financial management
- Statistical reporting and on site operations

The advantage of our registration system is:

Participants can self-register, change their reservations and make group reservations on their own. Data from participants who have registered once remains in the system – e.g. for future conferences. Participants use the same login data to access further functions.

If needed, the system also provides abstract submission, programme, and presentation uploads.

Onsite registration

For larger conferences, our onsite participant registration operates with print on demand name badges. The advantage of using this method is that it is a much better experience for the participant:

- Online registration is never closed
- No incorrect queuing
- No pre-conference stress of mail merges and pre-printing badges

Abstract handling

- Communication of abstract submission guidelines to abstract submitters
- Receipt of abstracts through online system incl. notifications to submitters
- Production of abstract overview and statistics
- Production and communication of oral and poster presentation guidelines
- Notification emails for abstract submitters
- Layout for print of abstract book and / or online abstract book, including index and abstract overview

Hotel reservations/accommodation

Negotiating, negotiating favorable prices and offering the reserved hotel rooms through an online secure housing reservation system is a part of our day-to-day business.

CAP Partner will manage a hotel booking service for all participants, invited speakers and sponsors – at our own risk.

Onsite management

The key words to success are preparation and excellent service at all levels.

CAP Partner understands the importance of these factors and we carefully select our onsite suppliers in order to secure that they also understand what excellent service is about.

Catering, AV & technical solutions

Our mission is to provide the best solution and the highest quality within the given budget. Furthermore, we always aim to deliver catering that meets standards for ecology, sustainability and nowaste-policies.

Website

- Creation of a separate conference web site / or integrated with the association website as preferred
- Web site design & hosting – regular content updates
- Link to registration database / abstract submission
- Link to programme & abstracts
- Advice on the use of Social media and setup of relevant media in connection with the website

VAT

In relation to providing recommendations for VAT procedures and operations, we will advise / execute the best methods for obtaining VAT reimbursement.

CAP Partner has a long history as an international PCO, we are well aware of the structural challenges related to VAT issues.

Fundraising, sponsorships and exhibition

Knowing that the income from industry is a key factor for the economy of any conference, CAP Partner has employed personnel to handle industry only, understanding their needs, seeing the marketing potential in the conference and improving sales through this investment.

Many of our clients are not-for-profit organisations, and therefore we are aware of possible obstacles in relation to sponsorships, and always take them into consideration.

Multi-year sponsorship framework

A multi-year sponsorship framework makes long term planning of society activities easier.

CAP Partner has many years of experience in developing sponsor strategies for associations and societies; Assisting in positioning the society as a highly attractive society to be considered for support by companies, and assisting the industry partners in how to meet the demand of their internal marketing strategies.

What we do:

- Research and identification of potential sponsors and exhibitors
- Visiting related conferences or tradeshows to identify new potential exhibitors
- Identification and sales of alternative sponsorships and funding options (EU, other funds)
- Formulation of sponsor & exhibitor packages
- Communication, sales and negotiations with all sponsors and exhibitors
- Preparation of sponsor & exhibitor guidelines
- Planning and coordination of the exhibition area at the venue
- Coordination of all stand services and suppliers for stand material, shipments etc.
- Invoicing and follow up
- 1 project manager for onsite coordination of the exhibition

Welcome to our professional team

CAP Partner offers a team of 20 highly motivated /committed employees with experience in conference planning, economics, health sciences, organisational development, political strategy, international development / social sciences, project management and logistics.

At CAP Partner, we value flexibility and find it very important to create a good work / life balance.

As a result of this, our employees are very flexible and always ready to put in the necessary hours during extra busy times – e.g. just before a larger conference is to take place.

What is the cost of our services?

The costs of our services are always negotiated individually and fairly, but in general, we try to ensure that the conference can pay for the services we deliver by creating more value for the conference.

This is mainly done by increasing the fundraising and marketing activities, thus obtaining more sponsors/exhibitors and participants in the conference.



Contact information

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References

For letters of reference, please see the document entitled "What our Customers say..." or contact us at info@cap-partner.eu

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