

## MEDICAL EVENTS by MERIDIAN



MERIDIAN offers complete support for your important medical events. With more than 10 years of experience in medical conference planning we can provide you with a full service for your successful event:

### Range of MERIDIAN event activities

- Develop appropriate event specifications based on your individual needs
- Support in setting up a scientific and organisational board
- Run the board office
- Establish an overall budget control according to your guidelines
- Find suitable locations according to your needs
- Coordinate websites, invitations and other necessary marketing materials
- Outline the scientific program in coordination with the scientific board
- Organize social events
- Attend to administration (registrations, hotel reservations, individual trip planning, organise gifts, plan for awards and more)
- Provide a constant info help line (e-mail, phone, fax)
- Apply for CME points at the adequate organization
- Support during the complete conference period on site (organize and run the supporting technology, assist the attendees, collect feedback, arrange marketing activities, run the social events, issue the certificates of attendance and more)
- Post event activities (process feedback, produce meeting CD's, organise mailings)
- Compile a detailed and concise financial statement

### Events organized by MERIDIAN

- AMO Zermatt Meeting
- ALLERGAN Meeting Gstaad
- IOMGS Meeting Saanenmöser
- ALLERGAN Meeting Zermatt
- AMO Refractive Meeting Champfèr
- Foldable Academy Zermatt



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