

Professional Meeting Planning Services

Let Us Take the Worry Out of Your Next Event

From site sourcing to hotel contract negotiation, registration, housing, healthy food and beverage options, content logistics, and onsite management and operational logistics, we'd be pleased to help you with your next event.

Please contact us at **814. 255. 2829** or email us at asphn@asphn.org to discuss your event planning needs.

"I hope ... you have been basking in the satisfaction of a very successful FV Training Summit. I went with high expectations and they were exceeded! I was so impressed with how well everything was planned and executed. Bravo to all!"

— **Janice A. Daly, PhD, MCHES**
Bureau of Chronic Disease Prevention
Division of Community Health Promotion
Florida Department of Health



Delivering flawless execution and exceptional service



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Committed to the success of your event or conference

For over 15 years, ASPHN has been planning and managing highly-rated professional conferences and training sessions for our members and partners. Our unique emphasis on healthy meeting planning includes the selection of nutritious food options as well as enjoyable physical activities.

Whether you need help with a one-day meeting, or you're looking for comprehensive assistance with a conference...our skilled professionals provide flawless execution, exceptional service and close attention to every detail.

Our Meeting Planning Services Include:

- Training needs assessment, analysis and prioritization
- Group facilitation and scheduling
- One-on-one consultation
- Assistance in recruiting and developing the planning committee
- Preparation and projection of budgetary costs
- Negotiation of costs to ensure budget is met
- Site sourcing to assure ease of travel, safety, housing, and if needed, compliance with federal regulations
- Hotel contract negotiation
- Comprehensive agenda preparation with outcomes and sessions that engage participants

- Agenda items planned with precise time management
- Onsite facilitation to assure agenda items meet the needs of the participants
- Onsite management to assure meeting supports are met including healthy meals, breaks, speakers, audio/visuals, layout, set-up, lighting, temperature and easy access for the participants

Professional Fees

Our charges vary depending on the number and nature of services you need, the number of event participants, and the duration of the event.

Before fees are set and any charges are incurred, our planners will meet with you to learn more about your specific needs and expectations. Together, we'll discuss the scope and nature of your event, budget constraints, roles and responsibilities of all parties involved, and other factors. Based on the results of this initial meeting, we'll draft a proposal for your review and approval. Once approved, a contract outlining the terms of our agreement is formalized so that planning can begin.

*Ready to get started? Please contact us at **814. 255. 2829** or email us at **asphn@asphn.org** to discuss your next event.*