



Professional Meeting Planning Services

Flawless execution and exceptional service

For nearly 20 years, ASPHN has been planning and managing highly-rated professional conferences and training sessions for our members and partners. Whether you need help with a one-day meeting, or you're looking for comprehensive assistance with a larger event ... our skilled professionals provide flawless execution, exceptional service and close attention to every detail.

From meeting and event planning and management, to site sourcing, hotel contract negotiation, registration, housing, food and beverage, content logistics, and onsite management and operational logistics, we are eager to help you with your next event.

Our professional meeting planning services include:

- Training needs assessment, analysis and prioritization
- Group facilitation and scheduling
- One-to-one consultation
- Assistance in recruiting and developing planning committee
- Preparation and projection of budgetary costs
- Negotiation of costs ensure within budget
- 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

“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!”

