

## SUCCESSFUL MEETING PLANNING

Successful Meeting Planning

Seminar #2198

### Overview

Master all the skills you need to provide professional meeting planning services for your company—while saving time and money through better industry knowledge and increased efficiencies. In this comprehensive seminar, administrative professionals with little or no meeting-planning experience will ace the skills necessary to set the stage for successful corporate meetings and events.

### Credits

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### Schedule

We're sorry but this seminar is no longer available as an open enrollment seminar, but it can be delivered at your site. Please consider these alternative solutions to your development needs:

- [Explore AMA's other offerings.](#)
- Call 1-877-566-9441 to speak to a sales representative about bringing this or a similar seminar to your workplace.
- [Request a copy of AMAs most recent seminar catalog.](#)

### How You Will Benefit

- Know how objectives and budgets drive meeting planning decisions
- Know with whom to communicate when doing meeting planning tasks
- Plan meeting room setup to match meeting objectives
- Select the appropriate hotel facilities and A/V equipment
- Understand food and beverage options
- Effectively negotiate hotel contracts
- Know which services hotels provide

### What You Will Cover

- Objectives and budget
- Site selection: negotiations and hotel contracts
- Room setup and design: audiovisual, food and beverage
- Communicating with the facilities
- Registration
- Request for Proposals (RFP) and vendors
- Managing meetings from afar

### Who Should Attend

Executive secretaries, senior secretaries, administrative assistants, administrative secretaries, administrative coordinators, executive assistants, meeting coordinators and any individual with an office support function or responsibility for planning meetings.

### Ways to Register

- Call 1-877-566-9441 for an AMA Training Consultant
- Email [customerservice@amanet.org](mailto:customerservice@amanet.org)
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)