



PRESS RELEASE // FOR IMMEDIATE RELEASE

18 July 2008, UK

Find the Best Conference Organiser How to Choose your PCO

www.iapco.org - Publications

A Professional Conference Organiser (PCO) is a company whose business is the organisation and management of congresses on behalf of an association, government department or private enterprise.

PCOs will negotiate venue hire and co-ordinate a wide range of services connected with the overall management of the meeting, including registration, scientific or business program development, exhibition, transportation, accommodation, social events and touring.

It is recommended that a PCO be appointed as early as possible, as their experience and expertise can ensure you avoid the many pitfalls and unnecessary expenditure, which are frequently encountered during the early stages of congress planning.

A PCO can offer advice, help, knowledge and administrative support in venue research, as well as in establishing a preliminary budget, short-listing suppliers, and developing that important time line for the planning and organization of your congress.

The process of appointing a PCO includes the following steps:

- ◆ Production of a tender document. It is important to give PCOs as much information as possible when asking them to tender for a congress. The history of the previous congresses is invaluable.
- ◆ Obtaining of preliminary information on accredited PCOs
- ◆ Creating a shortlist of suitable PCOs

- ◆ Distribution and evaluation of tender document
- ◆ Reference checks on prospective PCOs
- ◆ You should be clear on whether you wish the fees to cover all the services or whether you require separate fees to be quoted for different services, such as general congress management, sponsorship, exhibition sales and management, scientific program management, registration, social events and accommodation
- ◆ Presentation, interview and selection
- ◆ Selection of PCO

For more detailed information on “How to choose a PCO” please visit www.iapco.org and take the “Publications” link. IAPCO is a not for profit organisation with members including many of the world’s leading Professional Conference Organisers.

ABOUT IAPCO: Meeting Quality

IAPCO, founded in 1968 and celebrating its 40th Anniversary this year, is the worldwide association representing professional congress organizers. With over 100 members, IAPCO plays a leading role in the promotion and professionalism of congress organization throughout the world. Over 4000 meetings representing 1,798,000 delegates and 492,000 m2 exhibition space were handled by IAPCO members during 2007, representing an economic impact of approximately 2.9 billion euros. IAPCO also publishes a number of documents including a code of ethics, a dictionary of technical terms (in 14 languages) and working guidelines. IAPCO is a member of the Joint Meetings Industry Council [JMIC] and the Convention Industry Council [CIC].

For further information, please contact:

IAPCO Head Office : Brambles House, Colwell Road, Freshwater, PO40 9SL, UK
Email: info@iapco.org www.iapco.org