

Conference and Meeting Services



CenterPoint Institute has extensive experience designing, managing, and evaluating conferences and meetings. We provide all the services necessary for a flawless event including: program design, contract negotiation, participant registration, AV and IT support, facilitation, and evaluation. We are known for attention to detail, creative thinking, troubleshooting, and timelines. Our work makes clients look good and enables them to actually enjoy their conference.

Program Design

CenterPoint is a thought-partner for program design. We help clients identify their goals and objectives for a conference or meeting and create a program to produce the desired outcomes. We have experience with finding and contracting with speakers/presenters, managing a call for papers, developing schedules, and planning participant interactions such as field trips, breakouts, and off-site dinners. A carefully planned design helps participants fully engage in the program content of the meeting or conference, sets the tone for a superior conference experience, and maximizes participant take-aways.

Facilitation

CenterPoint consultants are trained in a variety of facilitation methods and are known for designing innovative methods to fit the unique needs of each client group. CenterPoint always offers several facilitation methods for consideration by the client – never a one-size fits-all approach. We are also able to train volunteers to facilitate small groups within a conference setting.

Logistics

One of the building blocks for a successful conference or meeting is logistics. CenterPoint has extensive experience choosing the appropriate site, negotiating vendor contracts, arranging travel, selecting menus, and communicating with participants. Smoothly operating logistics of a conference or meeting contribute to achieving the planned outcomes.

National/International Capability

CenterPoint is experienced with planning and executing conferences in other locations – we are not limited to the Chicago area. We have held meetings in Buenos Aires, Argentina; Washington, DC; Phoenix, AZ; Nashville, TN; Philadelphia, PA; Charlotte, NC; Chicago, IL; and others. We have worked with widely distributed planning teams. When planning Salzburg Seminars, for example, planning team members were located in the Philippines, Russia, South Africa, Argentina, Austria, Zimbabwe, and Tanzania.

Budgets and Revenue Generation

CenterPoint's expertise in planning and implementing conferences and meetings will help you create a realistic budget for your event. If the event is expected to produce revenue above expenses, knowing the costs is essential information for setting fees. If applicable, CenterPoint can also manage a sponsor, exhibitor, and advertiser program to generate revenue for your organization.

Communication

Whether your goal is to market to potential participants, communicate with existing members, or publicize the event, CenterPoint can produce targeted messages in electronic and traditional media, develop a conference logo, and prepare conference folder documents, electronic presentations, and signage.

Audio-Visual

Audio-visual support is an important component in the success of any conference or meeting. Computers, LCD projectors, audio, microphones, public-address systems, flipcharts, overheads, video, screens – all have a role to play in different settings. A keynote speech in a large ballroom requires different AV support than a slide presentation in a small breakout room. CenterPoint Institute consultants take the worry out of AV rental. We help determine audio-visual needs and coordinate with the conference facility's meeting services department so you get the equipment you need.

CenterPoint Institute also has a wireless microphone system available for rent. It's perfect for smaller or shorter meetings where your AV needs are intermittent.

Project Management

Coordinating all of the facets of a stakeholder meeting or annual conference is a detailed, intensive process. CenterPoint Institute can plan, manage, implement, and evaluate every aspect of your event to insure that participants have a memorable experience.



CenterPoint Institute
guides for decision makers