

FOLLOWUP™

THE NATIONAL MEETING COVERAGE SERVICE

Planner

Check all boxes that may apply to your next meeting ... and we'll take it from there.

PLANNING SESSION

WHO
will be the speakers of record?

- Board of Directors
- Committee
- Panel of Experts
- Individual presenters
- Keynoters
- Celebrities

- 5-15 persons
- 16-30 persons
- 31-60 persons
- 60-plus persons

WHAT
kind of material will it be?

- Speeches
- Committee Reports
- Expert Testimony
- Panel Discussion
- PowerPoint presentations
- Recommendations/Decisions

WHERE
will the meeting take place?

- Headquarters Board Room
- Conference Room(s)
- Auditorium/Ballroom
- Conference Center
- Chat Room
- EVM*

* EVM = Electronic Virtual Meeting, an Internet-based, password-controlled meeting for participants at widely dispersed sites and time zones.


WHEN
will the meeting take place?

- Simultaneous Sessions
- Half day
- One full day
- Two full days
- Three full days
- Weekday(s)
- Weekend

REPORT
Contract Outcome

- Text
- Audio
- Video
- Still Photos
- Graphics
- PowerPoint
- Paper/Back
- Verbatim Transcript
- New York Minutes
- Brochure
- Proceedings
- Tape Dupes
- Web posting
- CD-ROM

- Text only
- Text w/Audio
- Text w/Video
- Text with Graphics



DISTRIBUTION

- Free
- Subscription
- Unit Sales

Fax to **202-549-5492** or call us at **202-549-5492** to discuss. We will propose FollowUp™ services based on your exact requirements. Our quotes are for fixed-price contracts with firm budget ceilings.

When My Plan Is Ready

- Phone me _____
- Fax me _____
- E-mail me _____

Name _____

Title _____

Organization _____



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