

Conference and Events Management Handbook

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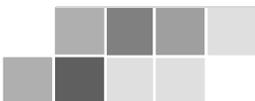
Project Summary

At times, it is necessary for State of Ohio government agencies to produce meetings, conferences, seminars, special events and/or symposiums. Examples include, but are not limited to, customer training, product and program launches, marketing and public relations, staff development, board meetings and media relations activities. State agencies may experience fluctuations in demand for these services.

Project Goal

The objective of this project is to develop a Conference and Event Handbook (subsequently known as Handbook) to assist State of Ohio government agencies in the production of conferences, training and special events. Such a tool will increase efficiencies, effectiveness and affordability of State of Ohio government hosted and events.

It is the intention of this project team that this Handbook is created with the sole purpose of marketing it to the Department of Administrative Services (DAS) and promoted throughout State agencies via a subsequent project.



Project Outcome

- Research and collect project information for developing a Handbook with forms and tools
- Choose Handbook project title and components; identify contents that are consistent with industry standards and best practices
- Design logo and design format for the Handbook
- Create contents and input into Handbook document

Project Benefits

Most State of Ohio government workers have limited training and experience in producing these events. In addition, these workers have multiple duties and usually take conferences and events as an “add on” duty. They have limited networking and contacts in the hospitality industry which provides service to conference and event planners. This conference and events handbook will serve as guideline for experienced and non-experienced state employees who engage in the coordination and/or setup of conferences, trainings, or special events.

Project Team

For more information about this project, contact team members

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