





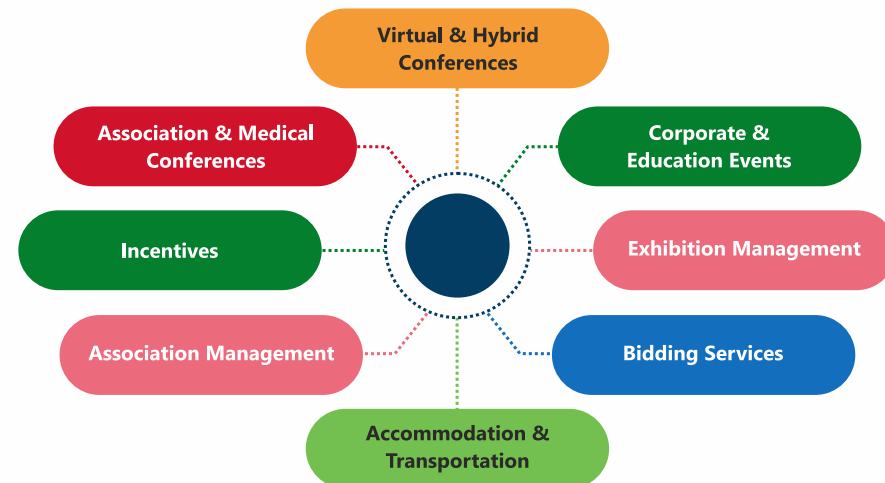


About Us

VR Global brand of SAINDIA Resources pvt ltd is fastly growing organization in the field of MACC(Medical, Association and Corporate Conferences), Wedding planning Product Launches , Exhibition Management, Virtual and Hybrid Conferences have office locations in Faridabad, Bhubneshwar and Nepal with a vision to create events that are distinctively significant. We offer a unique perspective that conceptualizes clients needs to deliver an exceptional, memorable experience. The skilled, multi-cultural team merges creativity, technology and innovation with a wide range of skills, disciplines, and deep regional experience. The team keeps abreast of current and emerging trends to ensure clients receive maximum impact and return on their investment

- **INCENTIVES**
- **BIDDING SERVICES**
- **TRAVEL AND TOURS**
- **WEDDING PLANNING**
- **EXHIBITION MANAGEMENT**
- **ASSOCIATION MANAGEMENT**
- **ASSOCIATION CONFERENCES**
- **CORPORATE & EDUCATIONAL EVENTS**

WHAT WE DO



Delhi / NCR Office:
493, Sector-9, Faridabad Haryana 121006

Bhubaneswar Office:
B-12, Lane 1-2, BJB Nagar, Bhubaneswar

Nepal Office:
Om Nagar Ward No: 9, Sinamangal, Behind Kathmandu Medical College, Kathmandu Nepal

www.vrglobal.org.in

www.saindiatech.com

www.casaeventos.in

SOME OF OUR PRESTIGIOUS CLIENTS



Indian Academy of
Pediatrics

Delhi Pain Management Centre
India's First Dedicated Pain Hospital



ISKSA International Society for Knowledge for Surgeons
on Arthroscopy and Arthroplasty

APCON



शरीरमाद्युपलब्धमसाधनम्



LOGOS DESIGNED BY VR GLOBAL



Logo is the chief visual component of a conference identity for the conference. By placing the logo on all correspondence materials, marketing collateral, website and emails, helps in consistent exposure to the people about the conference.

VENUE MANAGEMENT

Arrange catering

**Position signs and
room locators**

**Review and confirm accuracy of
meeting facility invoice following event**

**Act as liaison between
conference officials and
meeting facility personnel**

**Schedule meeting rooms to
accommodate technical sessions;
specify meeting room**

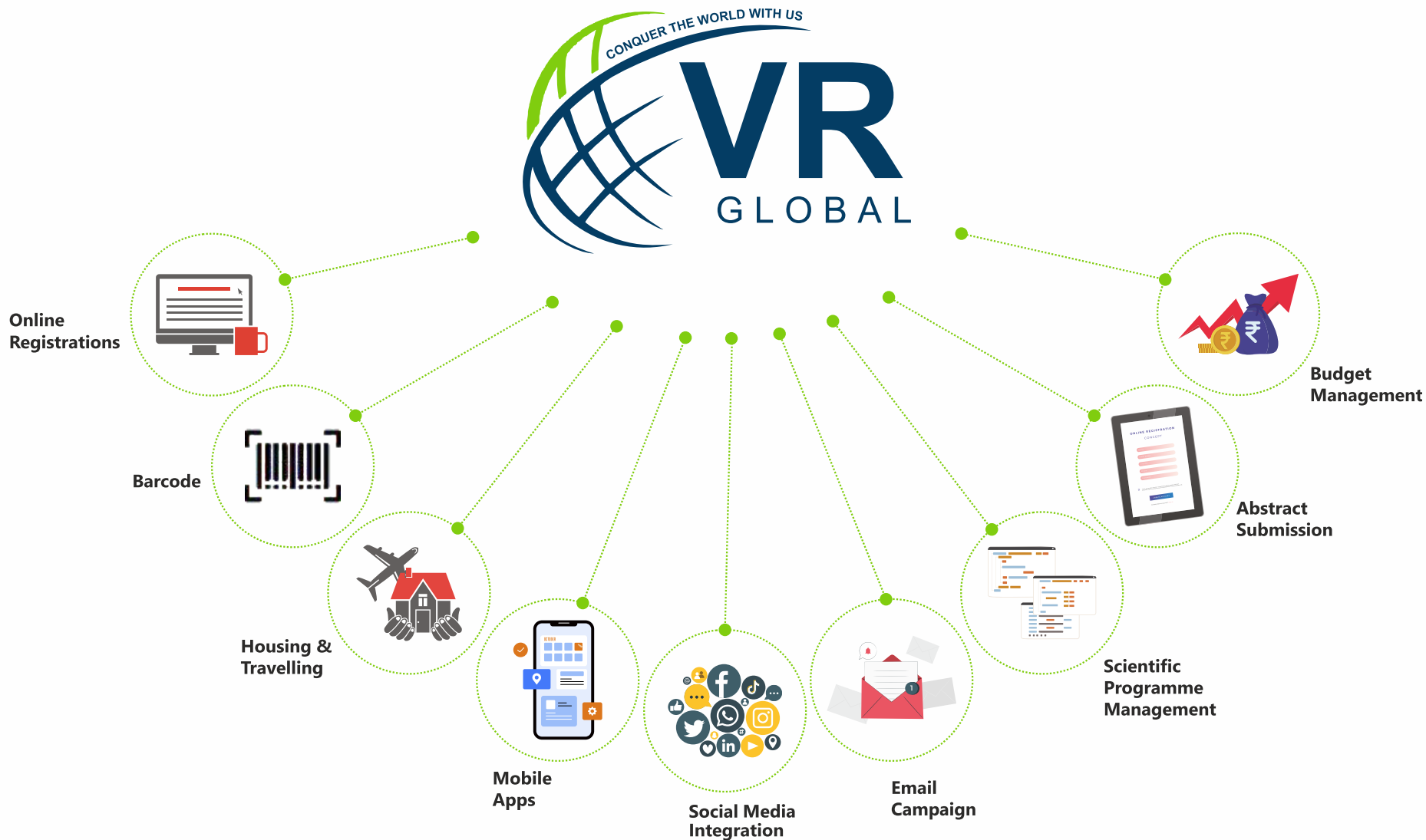
**Identifying suitable venue
and negotiating rentals and
conference package rates**

**Coordinate with appropriate
committee representatives and
schedule rooms for special
meetings or committees**

**Prepare detailed conference
schedule and confirm all
logistical arrangements with
facility representative.**

**Schedule rooms for receptions,
banquets, or other catered
activities select menus and
manage event details**

TECHNOLOGY TOOLS



WEBSITE MANAGEMENT

The in-house web designing team would design the website after consulting with the Organizing Committee. VR Global would also block the domain name.

We propose the domain name or would be happy to check the availability of preferred domain name if any.

VR Global would manage the Development, up gradation & Maintenance of Website, customization and integration of the Online Tools as required.

The online software would be customized as per the services required by the organizer


We provide the following services as part of the Online Software and details of the same would be provided on a weekly basis:




- ▶ **Online Registration**
- ▶ **Online Hotel Accommodation**
- ▶ **Online Residential Packages**
- ▶ **Online Pre and Post Conference Tours**
- ▶ **Online Airport Transfers**
- ▶ **Online Payment through a secured payment gateway via credit card or bank transfer**
- ▶ **Auto Confirmation of Delegate Registration**
- ▶ **Online Abstract submission and Review process**
- ▶ **Report Generation – Registered Delegates/payment status**

ABSTRACT MANAGEMENT

DELEGATE LOGIN

 Username

 *****

☒ Remember me
 [Forgot Password?](#)

LOGIN

- ▶ **Customize abstract database to track submissions, abstract status, author data, and technical session information**
- ▶ **Accept, log abstracts submissions and manage abstracts database**
- ▶ **Sort and prepare technical session lists, author index, table of contents, and key word index as appropriate for the program booklet**
- ▶ **Coordinate abstract review process in cooperation with technical program chair or committee**
- ▶ **Issue correspondences to authors, including acknowledgement letters accept/reject letters and program**
- ▶ **Send presentation information to authors about poster session or oral presentation**
- ▶ **Communicate with authors on an on-going basis to provide guidance and information**

This will have four types of users, each with a different category of login. For each category of Login, a web page with a different set of buttons (functions) will be presented to the user.

Speakers Login

- can upload their abstracts through the website
- Automatic email acknowledgement to speaker
- can edit their abstract till the last date for submission

Attendees Login

- Can plan which sessions to attend by viewing the approved abstracts
- Can access the conference papers online
- Web viewers can see the papers after the conference

Online Collection of Papers & Presentations - Once the abstract is approved, the speaker can upload his paper and presentation using the same login.

Reviewers Login

- Reviewer Login enables reviewers to view, score and comment on the abstracts on-line.
- The reviewer cannot change the contents of an abstract.

Planners Login

- Enables Programme Committee to allocate papers to sessions
- Organizers can collect preferences to allocate different sessions to halls of different sizes

STAY IN TOUCH WITH THE SPEAKERS THROUGH MOBILE APP

FEATURES:

- Sponsor start up splash screen
- Day-by-day session views
- Continuing education certificates real time schedule changes.
- Pinch-and-zoom venue maps
- Schedule-at-a-glance
- Many more customizable screen
- Speaker lists, bios and headshots
- Full abstracts with keyword search
- Push notification announcements and
- Session/Conference evaluations
- Social media integration
- Information to the speakers about the program

BENEFITS:

- No more costly & bulky printed programs!
- With our native mobile program app, you can:
- Save costs
 - Be environmentally conscious!
 - Have a company sponsor your app
 - Run banner ads for exhibiting companies
 - Eliminate outrageous Wi-Fi Costs
 - Increase:
 - o Attendee Satisfaction
 - o Attendee Engagement
 - o Your Bottom Line!

SPEAKER MANAGEMENT SOFTWARE

- ▶ Do find herewith the highlights of the speaker module
- ▶ Comprehensive speaker management tool with facility to assign sessions to speakers based on topic, time, halls etc.
- ▶ Assign multiple roles to sessions like chairpersons, moderators, speakers etc.
- ▶ Send comprehensive mail records with complete agenda and engagement to individual speakers, chairpersons etc.
- ▶ Check for conflict of time and engagement for each person
- ▶ Single view system for all speakers talks with facility to them to upload their presentations directly which can be linked to the preview room for easy management



SESSION MANAGEMENT TOOL

- ▶ Sessions tool will help create scientific program with role, time and venue assignments
- ▶ The tool will help organizers send specific agenda sheets to speakers, moderators etc., with their engagements

WEBCASTING FOR THE CONFERENCE



Webcasting is the method of broadcasting live audio and video in real-time, to audiences all over the world via the Internet. Using streaming media, there is no need to download the content before viewing.

Capabilities:

- Records, delivers, archives and manages your multimedia presentations with a single, unified system
- Streams live and on-demand, plus podcasts so users can tune in when it's most convenient
- Provides all the tools to schedule, organize, index, customize, secure and track content
- Tracks all viewing activity and system use allowing you to analyze trends for improved learning outcomes, increased performance or program effectiveness
- Accommodates any combination of presentation sources - audio, video, laptop, tablet, e- board, document camera, projector, digital instrumentation
- Integrates with existing educational technology and AV systems to capture presentations in any room where teaching, training or meetings occur.

SECRETARIAT MANAGEMENT - THE BACKBONE OF THE CONFERENCE

We will depute a dedicated Project Manager for the conference who will be the one point contact and work in close association with the Organizing committee.

- Attend all OC meetings, draw up a conference plan and budget ensuring adherence to the same.
- Responsible for the overall functioning of the conference during the planning & execution stage & post conference wrap - up.
- We would also depute Skilled Conference Coordinators, working under the Project Manager of the conference for various functions.

SECRETARIAT PLAN

No. of Skilled people	To be deputed at	Particulars	Duration
1	VR Global Office	The Project manager will work in close association with the Organizing committee & perform all conference related activities Supervise the coordinators appointed at the secretariat & VR Global office. The Project manager would also be responsible for the Scientific program management – responsible for the timely updates in the program under the guidance of the organizing committee. The Project manager will coordinate with the faculty & speakers under the chairmanship of the organizing committee. The Project manager would be responsible for the entire vendor management of the conference – compiling complete conference requirements and ensuring delivery of the same during the conference under the guidance of the organizing committee.	Immediately
1	VR Global Office	The project coordinator-Accommodations will be responsible for managing the accommodation online and during the conference and the travel desk on site for all travel related queries for the convenience of the respective delegates.	Immediately
1	VR Global Office	The project coordinator-registrations would be responsible for registration management, Online, Offline and On-site under the guidance of the organizing committee.	Immediately
1	VR Global Office	One Project coordinator will be deputed for facilitating necessary permissions from Nodal MEA, MHA and other required agencies if any.	Immediately
1	VR Global Office	An assistant Skilled coordinator – Registrations would be deputed to assist in registration management, online, offline and On- site & handle the delegate queries.	Immediately
1	VR Global Office	A project coordinator would be deputed to assist in Exhibition Management & handle the Exhibitor/Sponsor queries.	Immediately
1	Oc's Office	A project coordinator would be deputed to assist in registration Management & handle the delegate queries.	Immediately

VR Global will create a conference email id for overall delegate correspondence.

TIMELINES OF THE SCOPE OF SERVICE OFFERED

SCOPE OF SERVICES	TIMELINES
Website Management	Immediate after signing of MOU
Secretariat Management	Within 15 - 30 days of signing of MOU
Permission & Visa Assistance	8 - 10 months prior to the conference
Vendor Management:	RFP to be issued 4 months before the conference & vendors to be finalized within a month of RFP process in consultation with OC.
Audiovisual Management	To be setup & tested a day prior to the conference (subject to the availability of halls). A/V equipments to be provided by the conference venue.
Branding, Signage & Fabrication	To be setup a day prior to the conference
Catering	To be finalized 3 months prior to the conference. VR Global will coordinate for timely service etc. VR Global will also coordinate for the Gala dinner
Mementoes	To be ready & delivered 10 days prior to the conference if required
Kit Bags	To be delivered 15 days prior to the conference & will be ready with necessary inclusions two days before the conference. Kit filling ushers would be hired two days prior to the conference.
Flower /Decoration	Vendors to be finalized 1 month prior to the conference
Marketing & promotional Management	Immediate after signing of MOU
Onsite Management (Hall Management, Registration Management – On-site, On Spot, Badging, Kit Bag Distribution, Payment Collection, Audio Visual Management, Signage & Branding Management, Inaugural & Valedictory Sessions Management, Speaker Management, Catering management, Social Evenings Management, Travel & Tours Management, Transport Management, Airport Facilitation, Accommodation Management)	<p>Set up will be ready one day prior to the conference (subject to the availability of halls) & dry runs for all AV & IT equipment will be conducted.</p> <p>Preview room to be set up & ready enabling speakers to upload their presentations.</p> <p>Number of temporary staff hired for the conference to be finalized 3 months prior to the conference in consultation with the Organizing Committee. This would be payable by the Organizing Committee. VR Global will assist in screening the ushers, training them well before the event and apprising each one of their roles and duties.</p>
Social Evening Management	<p>Artists to be finalized 4 months prior to the conference & firm order to be placed 3 months prior to the conference.</p> <p>VR Global would assist in selecting an off-site dinner venue.</p> <p>VR Global would assist in selecting a caterer and coordinate the menu planning and other logistics.</p> <p>OC to advise for Theme requirement</p> <p>Setup onsite with light, sounds, AV, green room etc for the cultural program.</p> <p>VR Global would facilitate all necessary permissions for the social evenings and the same would be billed to the OC</p>

VALUE ADDITIONS BY VR Global FOR CONFERENCE

- All designing of collaterals will be handled by the VR Global in-house design.
- VR Global will use its leveraging and bulk purchasing power to negotiate the best negotiated prices from all vendors
- VR Global will tie-up with an airline for the conference thereby, sourcing the best fares for the delegates which would be 2-5 % lowers than the best available fare for that particular day.

REGISTRATION SERVICES

- Customization & maintenance of the attendees' database.
- Accept and process registration forms and payments via mail, fax, phone, and internet.
- Record individual registrations and deposit registration fees.
- Accept online Credit Card payments and accounting. Bank transfer, DD collection and payment.
- Acknowledge each registration with confirmation email/packet and receipt for payment.
- Provide regular enrollment reports to the conference committee.
- Issue invoices to organizations paying for registration by purchase order.
- Produce registration roster.
- Prepare on-site registration area; design efficient traffic flow, determine on-site staffing needs.
- Plan equipment and computer needs for on-site registration and badge processing.
- Prepare and distribute name badges, tickets, and registration packets at conference.
- Provide on-site registration and information services throughout the conference for delegates and guests. Include local informational brochures, restaurant guides and maps in Registration packet



CONFERENCE MARKETING

- VR Global team through its offices in Delhi-NCR, Bhubaneswar and Nepal would meet key personnel & market the conference through various channels and displaying information at key prospective sites.
- VR Global would promote the conference through different newsletters, websites, email blasts/SMS software etc. to different stakeholders.
- VR Global would design posters for the conference promotion and the same would be dispatched to all related institutes, industries etc.
- VR Global will promote the conference internally also in the various related conferences.
- We will also promote the conference through social media such as Twitter, LinkedIn and Facebook



MARKETING

EVENT PUBLICITY

Print media

Advertisement is the best way to reach the masses.

- Newspapers
- Industry magazines
- Industry newsletters

Electronic media

- Conference Website:
The Conference website will offer the most cost effective way of promoting the event as the latest news and programme would be available.
- Promote events via the web and other technology
- Post the logo various industry websites with link to conference website
- Post events to social networking sites like LinkedIn, Facebook and Twitter
- Send email reminders
- Add a line in your email signature with a link to your custom event website.

Road shows

Depending on the areas to be covered road shows can be a very attractive means of publicity.

- Press Conference
- Coordinating with PR agency
- Inviting Media
- Handling Logistics



SPONSORSHIP MANAGEMENT



VR Global will work with the Organizing Committee in devising a marketing strategy for the conference.

Standard sponsor categories would include:

- | | | |
|------------------------------|---|----------------------|
| - Platinum Sponsor | - Gold Sponsor | - Silver Sponsor |
| - Principal Sponsor | - Co-Sponsors | - Associate Sponsors |
| - Lunch Sponsors | - Tea/ Coffee Sponsors | - Dinner Sponsors |
| - Awards Night | - Session Sponsors | - Lanyard Sponsors |
| - Conference Kit Sponsors | - Bag Sponsors | - Badges sponsors |
| - Presentation hall Sponsors | - Stationery Sponsors (conference bags inserts) | |

VR Global will acquire a list of possible sponsors, along with details of sponsors and exhibitors from previous events

VR Global will design the sponsorship packages to be uploaded on the event website

VR Global's research and marketing team will send brochures, followed up by emails, and then by national / international marketing phone calls.

VR Global will research other possible delegates and sponsors over and above the initial database provided by the Committee.

VR Global will Implement the package/branding contracted by the sponsor.

BRANDING OPTIONS



DESIGNING & PRINTING

VR Global has its own in-house team to design the collaterals under the guidance of the organizing committee in line with the conference theme. It would manage the designing & printing of announcement brochures, invitation cards, signage, delegate bar-coded badges, backdrops etc. in line with the conference theme.



CONFERENCE BRANDING

Setup - Branding to start being visible 2 days prior to the conference

Key Tasks Superior Quality Flex Printing for Complete Branding and Signages Superior Quality Finishing by excellent Framing and Mounting materials Targeted Strategic Locations for Outdoor Branding Enroute to the conference venue

- Delegates Welcome Hoardings
- Conference venue + Others
- Conference Branding-Box Pillars at Entry Gate
- Registration Area Branding
- Exhibitor Panels
- Floor Plans
- Plenary Session Backdrop
- Conference Meetings & Forums
- Gala Dinners
- Airport counters
- Other Prominent Locations
- Light Poles Standees till Venue Entry Gate
- Delegate Welcome Panels
- Program at a Glance
- Directional Signage's
- Podium Logo
- Conference Layouts
- Parallel Sessions Backdrops
- Cocktail Receptions
- Coach Branding
- Cab Branding
- Support Hotels would have hospitality desk



SIGNAGE MANAGEMENT

Signage consists of two categories: Outdoor Signage - this serves three functions

- Provides branding for the conference
- Adds color and a festive atmosphere to the venue
- Confirms the location of the venue to an approaching visitor

Indoor Signage - These signs have to have high resolution, as they may contain a lot of text which has to be studied from up close. These will have matt finish so that they do not reflect light.

- The first step is to draw up and finalize a detailed plan of the conference sessions/exhibition and social events, along with their locations. Based on this, the signage plan will be made.

Sample list of indoor signage:

- Sponsor Boards
- Backdrops
- Panels at entrances to halls
- Floor Directories
- Podium signs
- Seating signs and Name Plates
- Locator charts at various points
- Session titles-pocket slide system on session panels
- Service Directories/Daily Events Boards digitally printed
- Panels indicating areas for lunch, registration, internet café, media room



ACCOMMODATION MANAGEMENT

- VR Global will negotiate with the support hotels to source the best rates and block the desired number of rooms.
These rooms will be uploaded on the conference website and offered to conference delegates directly on actual.
- VR Global will depute one coordinator each in all the support hotels for the convenience of the delegates.
- VR Global will negotiate the best payment and retention terms for maximum benefit of the delegates.
- We will ensure adequate number of rooms for the conference delegates in various budget category hotels
- Arrange transportation from support hotels to conference venue and back to Hotels
- To secure the interest of the conference delegates, we sign contracts with the hotels.
- The room rate and the number of rooms in each category of each conference hotel has to be secured against arbitrary price hikes and room cancellations by the hotel.
- The rooming list will be prepared and would be send to the respective hotels
- VR Global will monitor delegate arrival schedules ensuring rooms are available on time



VRG AS A HOSPITALITY PARTNER

- Hospitality Desk at every participating hotel to provide assistance to delegates at their respective hotels
- Dedicated Hotel Supervisor for complete coordination with Mobile Connection
- Manning of Hospitality Desk by two Multi-Lingual Volunteers, Translators (If Required)
- Traditional Indian Welcome for all delegates. (Aarti, Tikka)
- Non-Alcoholic Welcome drink & Cold towel on arrival
- Exclusive Check-In counter for smooth and speedy Check-In
- Special VIP courtesies for the Board Members, Directors & other VIP's
- Exclusive Telephone Lines for direct assistance/communication from Delegate Rooms to the Hospitality Desk
- First Aid Kit to be available for contingencies, doctor on call at participating hotels
- Assistance on providing delegates with all necessary information pertaining to the congress & other related queries
- To update information boards as required – Days Congress/Forum Programme/Special Announcements etc.
- To provide all general information about the venue city
- Foreign Exchange Assistance
- Daily Shuttle Transfers details to be displayed at every hotel
- Transport Assistance & Coordination

CONFERENCE AND VENUE CLEARANCES



Features

1. Assistance in procuring necessary Govt. of India approvals
2. Assistance in procuring various local authorities permissions
3. Assistance in procuring various performances related permissions
4. Assistance in procuring ITPO clearance for exhibition

- Upon identification of the Nodal Ministry, VR Global assists in liaising with the Nodal Ministry, Ministry of External Affairs and Ministry of Home Affairs, Govt. of India to procure their NOCs.
- Copies of these approvals are emailed/faxed to registered international participants to facilitate their visa application process
- Clearances for participants from Afghanistan, Pakistan, China, Sudan, Iran & Iraq will have to be processed separately and the same will require at least 3 months of processing time.
- Permissions from local authorities are also procured including Entertainment Tax, PPL, IPRS, and Traffic etc. to ensure smooth functioning of the event.
- VR Global will also coordinate on behalf of the organizers with the India Trade Promotion Organization to procure their clearance which will enable registered exhibitors to bring in equipment without paying any import duty at customs.

VENDOR MANAGEMENT

VR Global has its empanelled vendors ensuring

- Best rates
- Ensuring quality
- Timely execution
- Full proof back up plan

Our Project Manager / coordinators would be responsible for liaising with vendors for audio visuals, catering, transport, hanger and exhibition set up, accommodation etc under the guidance/ approval of the Organizing Committee.



VENDOR CONTRACTING

Criteria	Bangladesh				Asian Video Hotel				Brisbane				Lahore				Mumbai			
Experience in organizing the Medical Conference	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
No. of Medical Conferences Organized in Asian Conferences Center																				
No. of Medical Conferences Organized in India																				
How many events of similar size organized by your company in last 3 years																				
Which was complete round																				
Have you ever hosted this																				

We would be responsible for appointment, negotiation and liaison with vendors for various activities as required under the guidance and approval of the organising committee:

- RFP to be made according to the requirement of the conference
- Identification of atleast 3 vendors
- Fixing up the presentations for vendors with OC
- Addressing invoicing, payment and collection issues
- RFP to be sent to the vendors and setting up the deadlines for the submission
- Quote comparison from the vendors & selecting the best lowest quotations
- Placing orders & receiving product deliveries as per the product specifications

MANPOWER MANAGEMENT

Features

- Determine staff requirements
- Communicate job requirements and schedule to staff
- Recruit volunteers or hire appropriate staff
- Conduct staff training

Role of the staff

- Conference Venue/Hotel/Airport Staff - Temporary local staff will be required to check the set-ups and assist with all venue logistics, facilitate guests checking in at hotels and receive and assist delegates arriving at the airport.
- To ensure smooth flow during the conference adequate number of trained conference specific multilingual staff will be identified and deployed at various areas as per sample list below.
- One additional training day will be factored
- Staff meals including breakfast/lunch/refreshments to be provided
- Attendance sheet will be maintained for all the staff
- Attractive Uniforms – can be specially designed if desired
- Each technical session will have two staff

Sample List of Staff

- Staff Coordinator
- Information and Assistance
- Secretariat Assistants (for onsite secretariat), WP Operators
- Hall Supervisor, Hall Assistants (for hall set-up) & ushers
- Miscellaneous Staff – Left Luggage Desk, Storekeeper, Kit bag stuffing
- Technical Staff – System Administrator, Computer h/ware technician, Photocopier operator and collators, Audio Visual technicians
- Hotel Facilitation Desk staff
- Transport Supervisor, Coach Escorts
- Airport/Railway station reception staff
- Registration Supervisor and Assistants



BADGES & MEMENTOS

VR Global has its In House Team to design the badge and mementos. The sample designs for the badge and mementos would be send to the organizing committee .Once the design is approved we would proceed further with the making of the badge and mementos and would be delivered at the secretariat 2 days prior to the Conference.



DELEGATE BAGS

We assist in selecting the congress bags and manage the manufacturing of the bags ensuring delivery in time. Furthermore, we ensure that all congress bags/congress portfolios are filled with the material foreseen such as a pen, note pad, and a pen drive all embossed with the event logo and any congress material.

PROPOSED BAGS



AUDIO VISUAL MANAGEMENT

- Determining audio visual requirements for conference, select AV provider and contract for equipment and operators.
- Coordinate with technical program representatives and track AV requirements for individual speakers.
- Determine on-site administrative requirements including photocopiers, fax machines, and telephones.
- Provide onsite Internet and email connection for the delegates
- A /V Technicians would be available in all the halls at all times.
- A/V crew would be attired in branded T-shirt for easy identification
- Dry-runs will be conducted of all the equipment in all the halls to ensure quality



PHOTOGRAPHY AND VIDEO RECORDINGS



- Photographers and videographers would be arranged as per the event requirement.
- Live recording of all sessions. - Conversion to DVD's - Uploading the same on the event website
- Ensuring high quality resolution.

EVENT INSURANCE

- Apart from running a very successful conference management business, VR Global can provide event insurance on actuals.
- Property Insurance: Fire Insurance to cover the Furniture, Fixtures and other accessories for which insured is responsible with.
- Depending on event, we can provide benefits as follows:

Event Insurance: Cancellation of Event Caused by Death of State Head, Riot, Civil Commotion, Act of god perils consisting of : Storm, Tempest, Flood, Inundation and like perils operating at Conference Site only, Earthquake and Terrorism activities would indemnify irrevocable – Expenses/loss of revenue if event is cancelled

Public Legal Liability Insurance: To cover all delegates, Visitors and service providers attending the conference Food and Beverages extension and Terrorism Extension.



ONSITE MANAGEMENT

VR Global team would handle complete onsite management at the venue as hereunder:

- | | |
|-----------------------------------|--|
| - Vendor management | - Exhibition setup |
| - Audio visual management | - Signage & Branding management |
| - Registration management | - Badging |
| - Delegate Kit management | - Manpower management |
| - Hall management | - Inaugural and valedictory function |
| - Speaker/ VIP management | - Food & Beverage management |
| - Transport management | - May I help you /General Information Counters |
| - Airport Facilitation management | - Preview rooms |
| - Hospitality lounge | - B2B lounge |
| - Message centre | - Sessions management |
| - Cloak room | - Foreign exchange counters |
| - Mobile ATM counter | - Social Evenings |



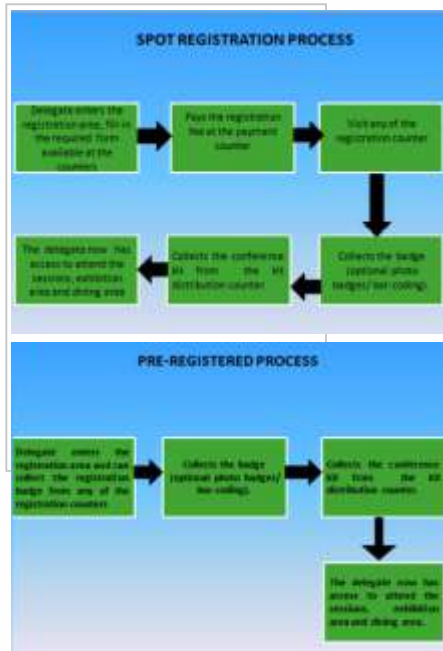
ONSITE REGISTRATION MANAGEMENT



There would be 2 volunteers at each registration counter and would be supervised by the site managers.

- Registration area would be divided in the following categories:
- May I help you counter
- Pre-registered delegate counters
- Kit Counters
- Spot Registration/Payment counter
- Help Desk
- Travel Desk
- Faculty / Speaker Desk

PROCESS OF ONSITE REGISTRATION



For Pre-registered delegates:

- Separate counter for distribution of kit bags to delegates with badges. This reduces waiting time by allowing kitbag distribution and receipt signing to take place in parallel with badge distribution. Also allows special items such as gifts that have to be tracked to be handed over to delegates.

Unregistered (walk-in) delegates:

- Computer terminals with trained staff to register walk-in delegates at a separate counter.
- Spot payment counters, with EDC credit card terminal to transmit payments over phone line into the same Bank merchant account.
- Badges printed on-the spot.
- After spot registration, delegates go directly to kit bag distribution counter.

Badge Generation:

- Colour-coded badges, sorted category-wise, with high quality plastic pouch and lanyard.
- We suggest the organizing committee for photo ID badges with bar-coding for the delegates.
- The Quality of badges and lanyards is designed once we get the approval of the OC.
- The badges would be colour coded to easily differentiate the various categories of participants and ensure control of the same .i.e. VIP's, Delegates, Media, Organizers, Staff etc.
- Bar-coding and photo badging would be arranged
- On-site distribution of badges from designated counters

PROCESS FOR ON-SPOT BADGE & CERTIFICATE PRINTING

PROCESS FOR ON-SPOT BADGE PRINTING

STEP - I



On-spot badge printing form with fields for Name, Email, Phone, and Address.

STEP – II



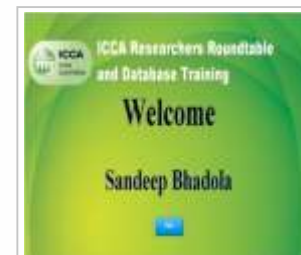
PROCESS FOR ON-SPOT CERTIFICATE PRINTING

STEP – I

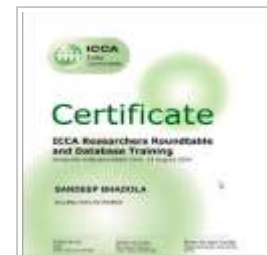


On-spot certificate printing form with fields for Name, Email, Phone, and Address.

STEP – II



STEP -III



BAR-CODING



- We suggest bar-coding on the delegate badges at the lunch/dinner areas and , session halls as it helps track the number of people for our records
- It helps prevent repetition of kit distribution
- A scanner at each entry to track delegate attendance in the sessions.

HALL MANAGEMENT

- VR Global would ensure adequate ushers in the plenary hall.
- 2 usher in each parallel session.
- Ushers will be supervised by site managers.



ROLE OF THE USHER



- Changing of name plates after every session.
- Distribution of Mementos at the end of each session.
- Handling of the hand mike during question and answer session.
- Assistance to the moderator and speakers
- Minute to minute co-ordination of Inaugural and Valedictory sessions.
- Chairpersons/speakers material - Head table management of each hall, including checking on folders/notepads/water bottles/name plate etc

EXHIBITION MANAGEMENT

VR Global would undertake the following:

- Plan and design the exhibition area.
- Designing of the exhibition brochure.
- Allotting the booths to respective exhibitors/ sponsors.
- Uploading the layout on the website for online booking of stalls and guidelines of the exhibition.
- Set-up and dismantling of the exhibition area.
- Appointing of a freight forwarding agency who would have adequate warehousing facility in case goods arrive early, and should be aware of the Customs Clearance requirements.
- Assist with exhibition marketing effort through electronic mailings.
- Accept exhibitor registrations and follow up with booth assignment and exhibitor service kits
- Preparation of CAD drawings and layouts of the exhibition space
- Explore the option of having the tea/coffee service in the exhibition area
- Exhibition information booklet, which is mailed out to all potential exhibitors
- If temporary structure is constructed , safety standards would be kept in mind
- Air-conditioning and provision of generators to be planned in the case of a temporary structure or hanger.
- Exhibitor Registrations – VR Global will handle the exhibitor registration, facilitate and manage the entire back-end until the time of handing over to each exhibitor.
- Select an exhibition decorator and negotiate contract.
- Marketing of the exhibition if required.
- Assisting exhibitors with any customization requests.



Services will include:

1. Collection of exhibitor registration fees through an online payment gateway
2. Allocation of stalls
3. Designing And customization requirements
4. Responses to exhibitor queries
5. Providing additional requirements (equipment, staff, furniture etc)
6. Badging and onsite registration for exhibitors

MEDICAL ASSISTANCE



We will provide medical assistance during the conference. A doctor with his paramedical team will be deputed onsite with ambulance facility for delegates, in case of any medical emergency during the event.

TRANSPORT MANAGEMENT

Airport Facilitation

- VR Global would manage a facilitation booth at the airport for smooth handling of desired foreign / Indian delegates.
- Liaise with the Airports Authority for necessary permissions
- Volunteers will be available on 24 Hour Basis to provide assistance to arriving delegates during the conference days.
- The desk will be manned to greet board members, directors & delegate on arrival as per flight schedules. Volunteers will welcome delegates who approach the desk to direct delegates to shuttle buses/taxis/cars, as required.

Transportation

- Shuttle service between the conference support hotels and the conference venue
- Shuttle service would be managed between the dinner venues and the conference support hotels
- Shuttle service would be managed between the airport and the conference support hotels / venue

However individual cars would be arranged for the executive committee members and other interested delegates.



SOCIAL EVENINGS



- We select the venue as per the requirements of the organizing committee for the social evenings.
- Determine food and beverage requirements, negotiate menus and prices.
- A variety of entertainment/cultural programs are suggested to the Organizing committee to select from Like dance forms, classical, folk, modern/fusion, music, classical instrumental & vocal, folk color and rhythms, magic shows , traditional and modern theme evenings, acrobats, aerial dance performance, fashion shows etc
- Prepare and update detailed budgets outlining the expenses
- Coordinate transportation requirements to and from the venue
- Handle special seating arrangements
- Coordinate invitation design and copy
- Security arrangements at the venue to be arranged
- Supervision of sets, backdrops, props, audio visual and lighting, production and stage management
- Suggest ideal locations and venues
- Recommend theme options
- Create ambience and decor

THEME OPTIONS

Themes and Decoration of the Venue

- Showcasing the rich Indian Cultural Heritage
- Candle Decoration
- Rajasthani women welcoming the delegates
- Indian jugglers performing
- Florals at the Entrance and on Table Tops during Inaugural Dinner
- Stage backdrops theme wise made like Mughal or Indian Heritage
- Classical singers, instrumental music or Indo Fusion music playing in the background.

Theme set-ups

- Bollywood themes
- Kutch ki Parampara
- Rajasthani Theme

Mughal Theme Evening

Theme is created by using the Mughalai Architectural props like dombs and arch shaped backdrop duly lit up with spotlight. Extensive use of flowers, which will enhance the total ambience. Gadda and bolster seating is provided for guest to have their meals on chokies (small low table) draped with colorful satin covers. While the guests are having their meals the staff attired in Mughal Maharaja costumes remain in attendance for service.

Floral Theme based set up

The whole venue for the event is decorated with different variety of flowers



ENTERTAINMENT OPTIONS

- The world-renowned dancing couple, Raja and Radha Reddy
- Dances of India
- A performance by Beenkars of Rajasthan
- Kathak Recital
- Acrobats
- Musical Performance
- Sand artist performance
- Fusion Dance Form
- Prince Dance Group
- Bollywood Dance form
- Jugalbandi – Sarangi with Khadtaal
- Contemporary Dance forms
- Aerial Dance performance
- Bollywood dances
- Live band
- Prince dance group
- Dance Performance by the
- Bhangra performance
- Aerial Dance events
- Musical extravaganza by Usha Uthup & Troupe



ACCOMPANYING PERSONS PROGRAMMES



Various ideas would be conceptualized specially for the persons accompanying the delegates.

Some popular accompanying persons programs (for international conferences) include

- Shopping Tour
- Nail Art
- Local cooking demonstration
- City Tour
- Henna Application
- Social responsibility tours
- Heritage Tour
- Saree tying classes

A conference is never complete without giving delegates options for exploring the city / country they are visiting.

For delegates and spouses we offer

- Spouse programs
- Site-seeing tours
- City Tours

FINANCE AND BUDGETARY PLANNING



- The conference budget is formulated in close consultation with the Organizing Committee. Comparative quotations are taken from venues, as well as from vendors and suppliers of various goods and services
- Organizers can open their conference bank account & manage the account. If desired, VR Global can also open a joint conference bank account with the organizing committee to monitor & manage the cash flow. If required, VR Global will also facilitate the fund transfer within India & abroad.
- Assist in formalizing the conference budget and closely monitoring the same under the guidance of the organizing committee.
- Advise conference finance committee and make budget recommendations.
- Research costs and request competitive rates for goods and services.
- Assist committee in setting registration fees and policies
- Post conference billing and settlement of all vendor payments.

FINANCIAL REPORTING AND MANAGEMENT

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FINANCIAL REPORTING AND MANAGEMENT

- Establish and maintain a conference account for depositing and disbursing funds.
- Manage financial operations of the conference.
- Monitor income and expenses and provide regular, detailed financial reports.
- Process payments for direct conference expenses.
- Process honoraria and travel reimbursement for designated speakers or officials.
- Provide final financial statement with detailed ledger of revenue and expenses.



VIRTUAL EVENTS

Explore new realm of virtual events and move to a virtual events platform. Webinar, Virtual Event, or a Virtual Conference, how does your next corporate event look like? Its time to give your townhalls, product launches and seminars an online address and use the flexibility of digital content. LIVE stream your videos or schedule pre-recorded ones, enable private chat rooms or have public virtual networking; control your events the way you want, with a click of a button, literally.

DAYS WHEN YOU MAY NEED

OUR VIRTUAL EVENT PLATFORM

Got a small event with 50 attendees or a large one with 50,000? Online conferences, virtual townhalls, virtual job fairs or an online training program, the possibilities are endless.

VIRTUAL CONFERENCE

Invite speakers, exhibitors and sponsors, dress-up your event with various branding touch points and host multi-track sessions for your next Partner Meet, AGM, Medical and association conference or Leadership Summit.

DIGITAL PRODUCT LAUNCH

Reach your audience globally and showcase your new product or release an update. Couple it with the power of Augmented Reality and share 3D product replicas with your customers digitally.

ONLINE TRAINING & WORKSHOPS

Connect with students, teachers, employees or trade partners for online training sessions and conduct workshops with the ease of digital logins



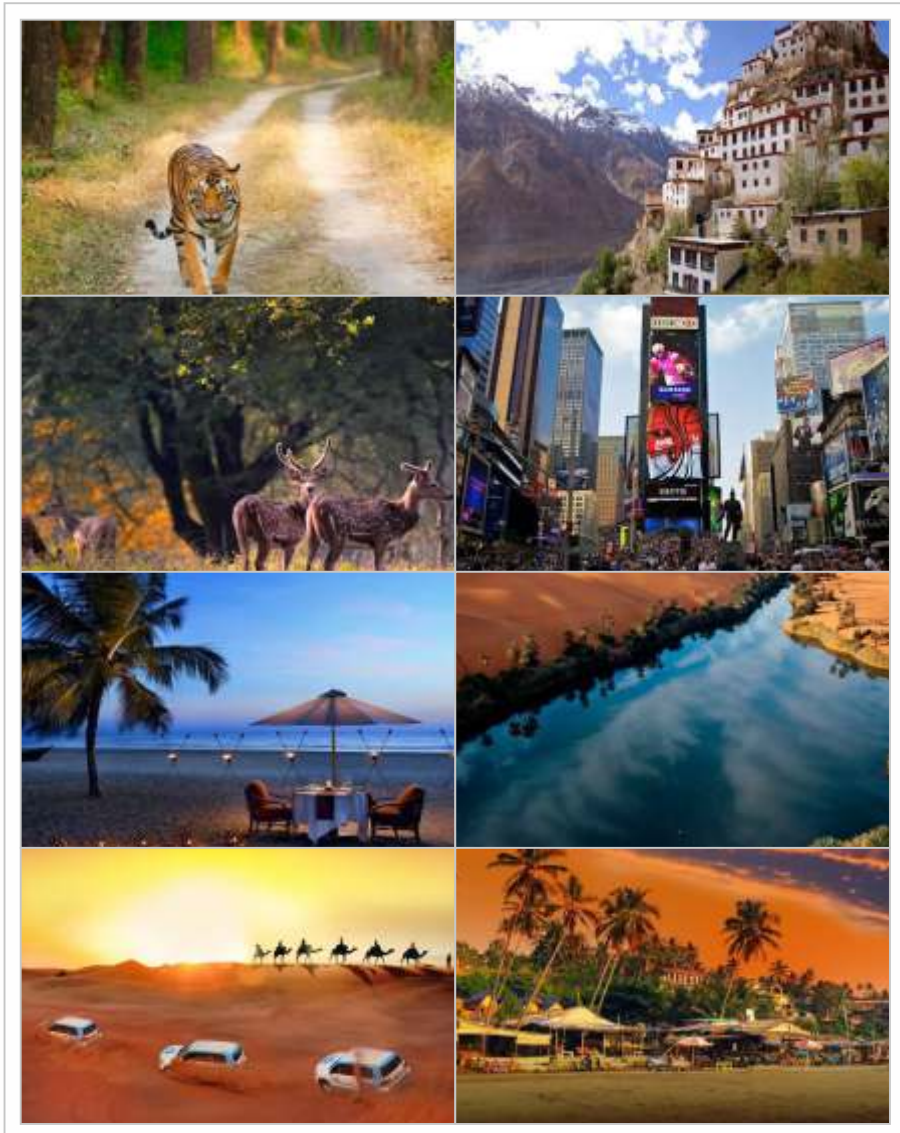
WEDDING PLANNING

From small intimate gatherings to large and lavish affairs and in India or abroad, every wedding is unique. Passionate about what we do, we strive to ensure all our celebrations are exceptional. We work with the best in the business and together we set trends rather than follow them. The main focus of our company is our tailor-made wedding planning and design service. We will work with you to ensure that your celebration is personal, truly reflects who you are as individuals and as a couple and states something about your shared values and sense of style.

Our bespoke approach to wedding planning and wedding design guarantees that from traditional weddings to elegant, contemporary celebrations, every aspect of your day will be exactly as you desire it: from the venue, design and styling, your attire to the flowers, food, entertainment and much, much more. We will be there come your wedding day so you can relax and enjoy an outstanding celebration managed and designed to perfection. You may already have a vision of your dream day, if not we will find it together.



TRAVEL AND TOURS



Travel is all about indulging in experiences we often yearn for and tour packages offered by VRG can make your every travel episode and indulgence a once in a lifetime experience. We plan your tour so well that you need not worry about anything except for packing your luggage. Holiday packages offered by VRG have been revered by customers for years. Our trips are not only well organized but also involve a variety of experiences and surprises. Some of the hot-selling destinations where customers love to travel with us are Thailand, Kashmir, Bali, Ladakh and Singapore. Whether you are travelling with your friends, family or spouse, our best selling international package holidays such as Europe, Mauritius, Maldives and Hong Kong can make your holiday trip an out of the world experience. We have a plethora of options when it comes to choosing travel packages. And don't worry if you wish to plan everything on your holiday your way, our customizable tour packages have your back. Our top selling India tour packages are no less. Everyone, including local and foreign tourists, dream to explore the serene beauty of Kashmir and rugged magnificence of Ladakh. Goa, Andaman and Kerala holidays are the all-time favorite and safe haven for travellers throughout the year. These are hands down the best places in India and our India tour packages will allow you indulge in the most desirable experiences at these places while making sure that you have made the most of your holiday trip. Since we believe in enhancing our customer's experience every time they travel with us, we have curated special holidays for offbeat and niche travellers. Experiential holiday is the newest addition to our kitty of holiday tour packages. These travel packages cater to people who would love to go on road trips, self-drive getaways, indulge in adventure and luxury experiences. These trip packages are hand-picked by our experts and are sure to tour your holiday into an odyssey. We also have travel packages for all the upcoming and most joyously celebrated events in India and at your entire favorite International destinations too. VRG is the leading tour & travel agency around the globe. Our team of experts strives to give you a sneak-peek into the world of travel & tourism for you to unleash the traveller in you. If you haven't travelled countries and tasted its uniqueness, are you really making the most of the beauty around the world? Hope to see you make memories soon!

TOURS



ISKCON Temple



Lingaraj Temple



Hirakud Dam



Khandagiri Caves



Ramachandi Beach



Tikarpada Wildlife Sanctuary



Lord Jagannath Puri Temple



Konark Sun Temple

MISSION & CORE VALUES



Mission

To provide our supporters with professional, simple and comprehensive event solutions. The aim is to achieve client delight a step beyond client satisfaction.



Integrity

Honest, transparent and highly talented group of people



Reliability

Able to perform and give our best in any circumstances



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