

BICHSEL HEALTHCARE CONSULTING

MEETING PACKAGE COMPARISON CHARTS TABLE OF CONTENTS

Document	Pg. Number
Clinical Education Hands-On Course Package Comparison Chart	1
Users/Network/Research Meeting Package Comparison Chart	2
National Sales Meeting Package Comparison Chart	3

CLINICAL EDUCATION HANDS-ON COURSE PACKAGE COMPARISON CHART

SERVICES	BASIC PACKAGE	STANDARD PACKAGE	ALL-INCLUSIVE PACKAGE
Negotiate hotel contract	✓	✓	✓
Place BEO and AV orders	✓	✓	✓
Develop and continually update registration website	✓	✓	✓
Approve and book attendee flights	✓	✓	✓
Coordinate and produce attendee binders	✓	✓	✓
Distribute internal and external 60 & 30 day memos	✓	✓	✓
Handle all meeting signage	✓	✓	✓
Design and produce meeting badges	✓	✓	✓
Produce meeting evaluation forms	✓	✓	✓
Design and print course certificates	✓	✓	✓
Develop attendee directory	✓	✓	✓
Manage attendee and faculty reimbursement	✓	✓	✓
Develop full meeting cost analysis	✓	✓	✓
Capture and report data from meeting evaluation	✓	✓	✓
Facilitate pre-show web meeting		✓	✓
Send personalized RSVP responses		✓	✓
Track attendance and provide bi-weekly reports		✓	✓
Handle HCP agreements		✓	✓
Track flights once onsite (depending on meeting size)		✓	✓
Develop agenda			✓
Arrange attendee and faculty ground transportation			✓
Manage faculty and presentations			✓
Coordinate product shipment from HQ			✓
Send external personal itinerary recaps			✓
Design, order, and produce meeting paraphernalia			✓
Arrange pre-course faculty dinner			✓
Develop facilitator binder - including faculty introductions, biographies, housekeeping notes, etc.			✓

USERS/NETWORK/RESEARCH MEETING PACKAGE COMPARISON CHART

SERVICES	BASIC PACKAGE	STANDARD PACKAGE	ALL-INCLUSIVE PACKAGE
Negotiate hotel contract	✓	✓	✓
Place BEO and AV orders	✓	✓	✓
Develop and continually update registration website	✓	✓	✓
Approve and book attendee flights	✓	✓	✓
Coordinate and produce attendee binders	✓	✓	✓
Distribute internal and external 60 & 30 day memos	✓	✓	✓
Handle all meeting signage	✓	✓	✓
Design and produce meeting badges	✓	✓	✓
Produce meeting evaluation forms	✓	✓	✓
Develop attendee directory	✓	✓	✓
Manage attendee and faculty reimbursement	✓	✓	✓
Develop full meeting cost analysis	✓	✓	✓
Capture and report data from meeting evaluation	✓	✓	✓
Facilitate pre-show web meeting		✓	✓
Send personalized RSVP responses		✓	✓
Track attendance and provide bi-weekly reports		✓	✓
Handle HCP agreements		✓	✓
Track flights once onsite (depending on meeting size)		✓	✓
Coordinate cocktail hour and private dining experience		✓	✓
Assist sales team with invitee selection			✓
Develop agenda			✓
Coordinate attendee and faculty ground transportation			✓
Manage faculty and presentations			✓
Coordinate product shipment from HQ			✓
Send external personal itinerary recaps			✓
Design, order, and produce meeting paraphernalia			✓
Arrange pre-course faculty dinner			✓
Develop facilitator binder - including faculty introductions, biographies, housekeeping notes, etc.			✓

NATIONAL SALES MEETING PACKAGE COMPARISON CHART

SERVICES	BASIC PACKAGE	STANDARD PACKAGE	ALL-INCLUSIVE PACKAGE
Negotiate hotel contract	✓	✓	✓
Place BEO and AV orders	✓	✓	✓
Design and purchase awards/trophies	✓	✓	✓
Coordinate and produce attendee binders	✓	✓	✓
Distribute 60 & 30 day event memos	✓	✓	✓
Handle all event signage	✓	✓	✓
Design and produce badges	✓	✓	✓
Develop full meeting cost analysis	✓	✓	✓
Plan and host awards banquet	✓	✓	✓
Plan team building activity	✓	✓	✓
Develop and continually update registration website		✓	✓
Approve and book attendee flights		✓	✓
Track attendee flights (onsite)		✓	✓
Develop and design meeting theme and logo		✓	✓
Plan additional awards (incentive travel, etc.)			✓
Develop agenda			✓
Develop slides and visuals			✓
Coordinate attendee ground transportation			✓
Coordinate guest speaker logistics			✓
Send personal itinerary recaps			✓
Design, order, and produce themed tchotchkes for meeting attendees			✓
Develop facilitator binder - including housekeeping notes			✓