

MEETINGS ARCHITECT

A NEW **CUTTING-EDGE** SERVICE
THAT WILL MAKE YOUR NEXT MEETING **MATTER**



ONE-OF-A-KIND SERVICES THAT YOU WON'T FIND ANYWHERE ELSE SUCH AS:

- **Meeting design consultation** to determine your goals/outcomes for meeting (in person or video conference call) to determine ROA/ROI (return on attendance and investment).
- **Adult learning expertise** and recommendations to maximize transfer of important information before, during, and after your event including online options and social media.
- **Recommendation and selection of content experts** including professional speakers, trainers and facilitators who will be coached by the Meetings Architect on expected outcomes for meeting.
- **Contract negotiation and management** of all professional speakers and facilitators hired.
- **Assistance with theme selection and overall design** of meeting agenda.
- **Recommendations for making the most of networking** and "best practice" sharing at meeting including exercises and activities designed to build social capital for participants.
- **Design and implementation follow-up plan** for reinforcing new learning and new behaviors after participants return to work.
- **Unlimited email and phone access to Meetings Architect** during the duration of contract.

Tired of expensive meetings that cost much but achieve little? Are you overwhelmed at how to engage your busy attendees and break through the clutter to capture their attention? Puzzled by how to get ideas to stick and attendees to take action?

If so, we are thrilled to offer, Meetings Architect, a new cutting-edge service, which will help you deliver content-driven events.

Sarah Michel, founder and chief Meetings Architect, will partner with your conference/meeting team to create one-of-a-kind meetings that matter. As an expert in adult learning, she will help you design a dynamic meeting that will guarantee more participation, opportunities for networking and peer-to-peer interactions to assure a return on attendance.

Sarah has been working in the meetings industry for over 15 years. She is a nationally recognized professional speaker, trainer and facilitator and an expert on networking and relationship marketing. She has produced national and regional meetings and conventions and has access and influence with an international network of professional speakers and trainers.

CONTACT

EMAIL SARAH@PERFECTINGCONNECTING.COM TO GET YOUR FREE WHITE PAPER, "MAKING MEETINGS MATTER; A GUIDE TO CONTENT-RICH MEETINGS" OR CALL 719.576.2045

WWW.PERFECTINGCONNECTING.COM/MEETING-PLANNERS



ADDITIONAL MEETING ADD-ON OPTIONS OFFERED BY SARAH MICHEL:

- On-site meeting production management including logistics coordination
- Professional facilitation including design, delivery and coordination of peer-to-peer interactions to stimulate idea generation and transfer of information
- Professional emcee services for your meeting



CLIENT TESTIMONIALS

"As a past chair for the Women in Business Conference. I can attest that without Sarah Michel, our committee would be lost. Her expertise in recommending speakers and fine tuning agendas has been invaluable to us. Sarah's guidance has created one of the most respected business events in Colorado Springs. We are most grateful for Sarah's support and amazing ability to bring people together!"

*Cindy Fowler
Chair, W.O.M.E.N Advisory Council
Colorado Springs Chamber of Commerce*

"Sarah Michel gets it! She has the pulse on the top speakers and the experience to arrange every detail in a flawless event. I call Sarah every time for her insights, creative ideas and strategic approach to my meeting's needs"

*Betsy Wiersma, Founder
CampExperience™*

"Sarah looked at the "big picture" to ensure our convention's goals and objectives fit our organization's overall strategies and met our member's long-term needs. Our attendee evaluations of the programming were extremely positive—a testimony to Sarah's excellent work and dedication."

*Cara Tracy, CMP, CMM
Director of Professional Development
National Speakers Association*

