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Expertise & Services

The Events Team of Ecologic Institute can offer the following range of services:

Content based services:

- Research on the event theme
- Programme development
- Identification of chairs and speakers
- Coordination of presentations
- Preparation and production of background papers
- Thematic background presentations
- Summary, recording, and reporting services of event
- Support for media handling and press conferences
- Additional services can be arranged upon request

Logistical services:

- Administration of contact information
- Communication with speakers and participants
- Invitation management
- Design of conference and branding material
- Advertisement of the event via social media
- Development of event websites
- Organisation of event venue, technical equipment, catering and accommodation
- Production of conference material
- On-site event management
- Organisation of social activities (i.e., sightseeing activities, dinners, etc.)
- Billing and cost control
- Translation services
- Event documentation
- Coordination of publications
- Public relations coordination (i.e., press conferences)
- Additional service can be arranged upon request

References:

- Conference - [3rd European Water Conference](#) [1] [pdf, 360 kB, English]
- Visitors Program - [Energy Policy in Germany – Program for](#)

[Decision Makers from the UK](#) [2] [pdf, 350 kB, English]

- Media Dialogue - [Transatlantic Sister City and Media Dialogue: Local Initiatives in Climate Protection and Renewable Energies in Germany and the US](#) [3] [pdf, 330 kB, English]
- Corporate Event - [10th anniversary of the Ecologic Institute's Brussels Office](#) [4] [pdf, 420 kB, English]

An overview of all events organised by the Ecologic Events Team can be found [here](#) [5].

Source URL (modified on 08/27/2018 - 17:00): <https://www.ecologic.eu/expertise-services>

Links

[1] https://www.ecologic.eu/sites/files/page/2015/events_case_studies_3rd_european_water_conference_final.pdf

[2] https://www.ecologic.eu/sites/files/page/2015/case_study_visitors_program.pdf

[3] https://www.ecologic.eu/sites/files/page/2015/case_study_media_dialogue.pdf

[4] https://www.ecologic.eu/sites/files/page/2015/case_study_corporate_event_10th_anniversary.pdf

[5] <https://www.ecologic.eu/events/all>