

ASSOCIATION OF IRISH PROFESSIONAL CONFERENCE ORGANISERS

AIPCO is the recognised industry body representing Professional Conference Organisers operating in Ireland, and its members have demonstrated the necessary expertise and experience to successfully manage all aspects of large international conferences. AIPCO strives to continually improve the quality and recognition of this specialised sector of the tourism industry.

AIPCO has been established to give a voice to and maintain standards in this distinct and specialised sector of the meetings market. It has already been recognised as an important organisation by the government and the industry in Ireland, and abroad, and brings us in line with international practice.

Membership of AIPCO is open to professional conference organising companies operating in Ireland who have demonstrated the comprehensive experience and ability to organise all aspects of major international conferences. Prospective members are carefully assessed under strict criteria and existing members must also maintain these high standards of quality.

The member companies of AIPCO provide their clients with a full range of services to include:

Bid Document Assistance

Planning and preparation are key to the bid process and we will enlist the maximum support to include government bodies, Lord Mayor, airlines, city councils etc to ensure a successful bid.

Venue search & recommendation

Our extensive product knowledge ensures that we will propose a venue that appropriately matches your needs.

Budgeting & Financial Management

We recognise that the ultimate success of any conference will depend on proper financial management. We will prepare budgets, manage dedicated bank accounts, process payments and produce full financial reports post the conference.

Accommodation

Sourcing accommodation from budget options through to 5 star hotels and managing room allocations is our area of expertise.

Registration

Dedicated conference management software allows us to offer real time secure on-line registration with full reporting which can be tailored to suit specific requests. Off-line registration by fax and post are also accommodated. Abstract handling is part of this process.

Conference Publications

Full publication services to include announcements, conference proceedings, flyers, brochures and conference website development and management.

Funding & Sponsorship

We can assist in sourcing and negotiating sponsorship.

Trade Exhibitions

We will look after everything from the initial concept through to delivery ensuring exhibitors opportunities at the conference are maximised and appropriately pitched.

Publicity & Promotion

We will contribute innovative ideas and help you to develop an event concept and logo and manage your promotional plan.

Catering

Management of all food & beverage requirements from tea/coffee breaks to lunches, gala dinners and welcome receptions are just part of what we offer.

Social Programme & Events

Ireland is a unique destination and we will offer delegates and partners a creative and memorable programme which offers the best in Irish music, song & dance as well some magnificent scenery.

On-site management

Probably the greatest area of added value to any conference client is on-site management where we take care of all the logistics and use our local knowledge and above all our supplier relationships to ensure the smooth running of the conference.

Transport & Tours

From Meet & Greet at the airport of arrival to co-ordinating and managing departure/arrivals lists, we offer a full transport management service. Furthermore, we will create and manage a variety of accompanying persons tours to suit all sizes and budgets as well as pre & post conference tours if applicable.

Audio-Visual

We will work to ensure all audio-visual requirements are provided and managed by technicians of the highest calibre.

Administration & Secretarial support

We provide professionals who will underpin the smooth running and success of the conference or congress.