

# Event Management

---

- Assist clients at industry events
- NYSE Bell Ringing Ceremonies
- Conference / Event Planning and Support
- Plan, coordinate and execute events — Oversee the planning and execution of logistics and operation for special meetings, conferences, road/trade shows and events
- Manage all the event operations - The facility selection, contracting, pricing, transportation, accommodations, food and beverage selections and audio/visual service arrangements, etc.
- Manage the delivery of event - Work with event sponsors, internal/external teams on all areas of the event.
- Plan the event floor plan, its budget and produce the event materials and accessories.
- Assist in meeting the business objectives for lead generation from seminars, special events and trade shows

