

# Medical Conference



BREAKOUTS



HEAVILY STAFFED



MULTIPLE VENUES



SIGNAGE

The PAS Meeting is composed of a partnership of four pediatric organizations that are leaders in the advancement of pediatric research and child advocacy. This city-wide conference is attended by approximately 8,000 attendees from all over the world and boasts over 600 breakout presentations spread over four properties.

Coterie Spark's role was to streamline the overall management of the conference, while making sure that the 12 clubs, 4 societies, affiliates, venues and vendors had a singular point of contact. Coterie Spark's planning involved placement of the 600+ breakout sessions at the various properties, creating detailed signage plans, management of food & beverage, shuttle service between properties, coordination of an offsite gala, risk management and detailed execution plans.

Onsite, Coterie Spark stationed a core team at each venue to manage the breakout presentations, meetings, guest relations, ancillary events and emergency protocol specific to that location. Having multiple teams on the ground reporting to a central location made organizing, communicating and troubleshooting more efficient. Inside the convention center attendees could visit the nursing mother's lounge, luggage and coat check, a prayer room and multiple sponsored breaks and evening receptions.

Coterie Spark's management proved to be a success, and we are proud to have worked on this conference since 2017.

**It is so rewarding to work with a group who employs the best there is in the event industry. We couldn't do what we do without Coterie!**



Meeting Management Demystified