



# ARCUS MEETING PLANNING AND FACILITATION SERVICES

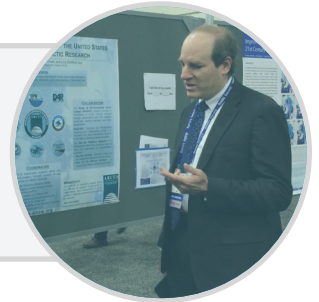
www.arcus.org

The Arctic Research Consortium of the U.S. (ARCUS), headquartered in Fairbanks, Alaska, was formed in 1988 as a nonprofit member consortium of institutions that have a commitment to Arctic science. ARCUS envisions strong and productive linkages among Arctic researchers, educators, communities, and other stakeholders that promote discovery and understanding of the Arctic.

## Meeting services we provide include:

### Strategic Planning & Content Development

- Assist meeting organizers in developing meeting goals, objectives, and desired products
- Develop meeting agenda and structure
- Facilitate planning: provide advice to Organizing Committee, track tasks, and develop a timeline and milestone schedule

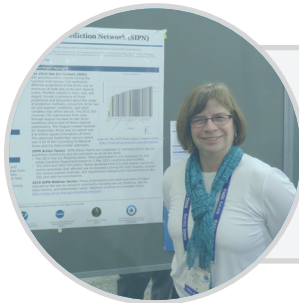


### Participant Materials & Communication

- Develop background materials for participants
- Develop and manage online abstract submission process
- Communicate with participants about meeting details and logistics

### Logistics

- Arrange venue details, including meeting rooms, catering, audio/visual, and sleeping rooms
- Online registration and registration tracking
- Arrange travel for key participants

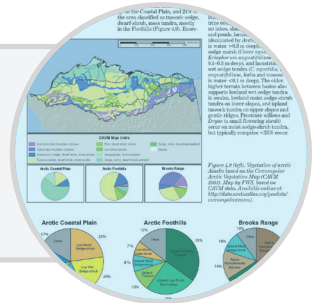


### Onsite Staffing

- Provide onsite staff support for successful meeting logistics, including registration desk, participant help, and audio/visual and presentation support
- Provide onsite staff support for meeting content, including taking notes, working with Organizing Committee to facilitate discussions, and keeping the meeting on track to ensure meeting goals are met

### Product Development

- Develop final meeting products, such as proceedings, science plans, or other printed or online products, including managing participant review, design and layout, and final publication



See the reverse side for more information.



## Website

- Develop and maintain meeting website, including online agenda, registration and participant list, abstracts, and other meeting information

## Other

- Develop communications plan, draft announcements and other outreach tools
- Provide web streaming and videotaping
- Other meeting services, as needed



The minimum for ARCUS meeting contract services is \$25,000. Contracts less than \$25,000 may be considered at ARCUS' discretion if funded through a simple contracting mechanism.

The minimum of \$25,000 may include professional consulting services to facilitate meeting planning, agenda development, logistics arrangements, and product development.

**The above should NOT be considered an official cost quote. ARCUS will provide free cost estimates given specific scope and tasks. Contact ARCUS for more information and we will be happy to help!**

## Contact Information

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