

MAC– International Conference Management Solutions



Conference Management
Site Selection & Contract Negotiations
Complete Onsite Logistics Support
Registration & Housing Management

MAC-Training by Design

At MAC we love what we do and so will you

CONFERENCE SUPPORT SOLUTIONS

- BUDGET & TASK MANAGEMENT
- PROGRAM MANAGEMENT
- PROJECT MANAGEMENT
- MARKETING & COMMUNICATIONS
- SITE SELECTION, VENDOR & VENUE CONTRACT NEGOTIATIONS (free service to all clients) & VISITS
- COMPLETE LOGISTICS MANAGEMENT & ONSITE SUPPORT SERVICES
- ON & OFF-SITE REGISTRATION & HOUSING MANAGEMENT
- EXHIBITS MANAGEMENT
- FOOD/BEVERAGE MANAGEMENT
- MATERIALS ASSEMBLY
- TRAVEL ARRANGEMENTS
- POST EVENT MANAGEMENT
- MASTER ACCOUNT RECONCILIATION
- *MAC-TRAINING BY DESIGN*

MAC-International Conference Management

Solutions (MAC) supports the “*Customer First*” principle in every project we take on. We believe that no effort is complete unless it meets the expectations and satisfaction of our clients. Our unwavering commitment to provide excellence in service ensures that our clients achieve and exceed their target goals while always staying within their budgets.

Our commitment to excellence and creativity, combined with your vision guarantees that your meeting, conference training, workshop or special event will be a huge success. We manage all aspects of the event with a variety of options tailored to make each program a unique and memorable success.

COMPLETE PROJECT MANAGEMENT

Complete project management encompasses an all-inclusive commitment - in other words, of all the details from start to finish. This extensive way of planning highlights our areas of expertise.

Determining the purpose of your meeting or training, as well as writing clear goals with measurable objectives is the first step in planning a successful event. Once we have a complete understanding of those goals and objectives, we will develop and recommend an action plan that will guide the logistical planning of your training, workshop or event. This strategy will provide a basis for the decisions you will make about every aspect of your event.

“The A+ customer service and their commitment to delivering the highest-quality of service is first class. The Diversity Training is amazing”
– The Frayer Technology Group, LLC

“I love that the staff is dedicated to the client and will work around the clock based on the time zone, no matter what country the event is located in. Thank you for your dedication to the success of our conference. Looking forward to the upcoming training workshops. Great job!” – Global World Technology Group, LLC

“Our 3-day Conference & EXPO has many complicated components and there are always a bunch of last minute changes which could be an ordinary planner’s nightmare. The professional demeanor of the MAC staff made it a seamless process and we never felt like a burden when we shared our new ideas and changes with them.”

– LiveHappy-LoveLife Women’s Conference & EXPO

“The Conference Managers at MAC are AMAZING! Their attention to detail, on-time delivery and thorough reports and rooming list are great! Keep coming to Accra!”

– Alisa Hotel Accra, GHANA



INTERNATIONAL & DOMESTIC CONFERENCE MANAGEMENT SOLUTIONS

We are experts in international conference management and have worked with clients on five of the seven continents; Africa, Asia, Europe, North America and South America successfully. Working with U.S. Embassy’s and Custom Agency’s all over the world, are second nature to our team at **MAC**. We have a dossier of international and domestic vendor contacts that is rather impressive. Whether your next event is in Atlanta, Georgia or across the Atlantic Ocean in Tbilisi, Georgia, we’ve got you covered.

Let us handle the logistics, while you focus on the content. At **MAC** we strive to provide excellence in service with cost-effective solutions, every time. We love what we do, and so will you.

Our goal is to provide excellence in service and customer satisfaction by using our expertise in conference management and training workshops to exceed the expectations of our clients.

At MAC we love what we do and our clients do too!

At MAC-International Conference Management Solutions' we offer our clients comprehensive experience in professional development and managing an array of meetings, conferences and special events, both here in the United States and all over the world. Our team of expert conference managers and trainers have 35+ years of combined experience providing exceptional program & project management services to our customers in the private sector, non-profit and non-government organizations, corporations, and state, local and federal government agencies.

We are committed to serving our clients with on-time deliverables, outstanding customer relations and cost-effective results, that will produce successful outcomes each and every time. Let MAC work for you!

At MAC we love what we do , our clients love what we do, and so will you

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