



Your Virtual Office Staff

“...Because you’d rather run a business than an office”

(973) 783-7900 • Toll Free: (866) 840-1180

Meeting Support Services

Meeting & event managers—expand your capacity without increasing your fixed overhead.

Above & Beyond offers a unique suite of meeting support services that allow you to focus on key meeting elements such as client, attendees, venue, and content, leaving the back office tasks to us. The diverse range of services we offer can be customized to accommodate virtually any meeting or budget criteria.

Some of the services we offer encompass audience generation, call center and help desk support, customized registration, web integration and full database support to track every little detail (and the big ones too). We take a proactive approach to each project utilizing solid project management skills and superior technical knowledge to deliver a solid and seamless administrative solution every time... on time and on budget.

Our team is incredibly detail-oriented, organized, budget conscious, and able to meet the tightest of deadlines. We know the importance of making you and your clients leave the best lasting impression with your meeting or event guests.



Audience Generation

- ✓ Targeted internet research
- ✓ Distribution of press release & follow up calls
- ✓ Lead or attendee qualification calls
- ✓ Personalized invitation letters and packages
- ✓ Personalized fax or e-mail broadcasts

“Above & Beyond delivers on time and on budget. I can really see the value in outsourcing to them”

Jennifer DeNobile
Senior Meetings Manager
Commonhealth/HLS

Data Management

- ✓ File conversions
- ✓ Merge, purge and scrub of client-provided lists
- ✓ Full database programming capability
- ✓ Track virtually any type of criteria (attendees, donors, payments, travel details, criteria pass/fail, optional elements)
- ✓ Customized event-specific reports
- ✓ Remote data access
- ✓ Full website data integration

Call Center & Response Management

- ✓ Create client-specific telephone, email, fax & mail presence
- ✓ Provide live Meeting Coordinator help desk function to receive registrations, responses and to address FAQs
- ✓ Track responses, attendees, regrets, and donations
- ✓ Send out confirmation package via snail mail, email and/or fax



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Meeting Materials

- ✓ Creation of meeting materials
- ✓ Collation and shipping of meeting materials
- ✓ Coordination of ad journals
- ✓ Registration lists
- ✓ Name tags
- ✓ Team leader reports

Post-Meeting Support

- ✓ Personalized mailing: thank you’s, certifications, questionnaires, etc.
- ✓ Processing of honorariums data compilation and analysis
- ✓ Questionnaire compilation and reporting transcription
- ✓ Sustainable Marketing Campaign Programs - mailings, e-letters, fax broadcast on-going database management

“Above & Beyond ensures that all our events will be a success by handling the entire RSVP process, call center support, database, e-vites, follow up and whatever you need. Their work is always done on a timely basis. No stone is left unturned.”

Allison Sargent, President
Allison Sargent Events

Need Meeting Rooms for Rent or Conference Rooms for Rent?

We take care of that too! Contact us today for more information

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