

Administrative Services

MTC has experience in developing customized processes to meet our customers' needs.

Program Support

- Clerical
- Secretarial and Reception
- Administration
- Conference Planning and Travel
- Information and Data Processing
- Mail / Distribution
- Printing and Reproduction
- Payroll / Records Management
- Telecommunications Management
- Security
- Property Procurement
- Supply / Disposal



Conference/Meeting Support

- Trade Show and Exhibit Planning
- Symposiums
- Steering Committee Meetings
- Audio and Visual Coordination
- Honoraria Scheduling
- Lodging Arrangements
- Travel Arrangements



Logistical Support

People

- Attendee Travel/Lodging
- Honoraria
- Auxiliary Staffing

Goods Conference/Meeting Supplies

- Procuring / Securing
- Maintaining
- Delivering
- Equipment



Information

- Document Control
- Soft and Hard Copies
- Dissemination
- Publications

On-Site Support

- Greeters – Registration Desk Personnel
- Information Desk Personnel
- Clerical Support Staff
- Trade Shows - Exhibitions Manpower
- Special Needs Coordinator
- Information Technology Specialists
- Conference Facilitator/Manager/Liaison

