



ISES ESPRIT AWARDS CATEGORY DESCRIPTIONS

BEST MEETING/CONFERENCE PROGRAM

- Budget Under \$250,000 USD
- Budget Over \$250,000 USD

This category honors excellence in meeting/conference programs. Eligible entrants include meeting and conference planning professionals, destination management companies or other entities that provide these types of meeting/conference services for single or multi-day programs. *The entry should include BOTH a meeting and special event component.

Order	Item	Max Characters
1	Total number of guests/attendees at the event:	10
2	Duration of Event: (Total number of hours of the event. i.e. 4 hours. For multi day events indicate hours per day. i.e. Day 1 - 6 hours, Day 2 - 4 hours)	1250
3	Describe the purpose of the Event.	6000
4	Outline the client's goals and objectives for the event and describe what the critical success factors were in achieving these goals.	6000
5	Describe and explain the uniqueness, degree of difficulty, and/or challenges that arose in the services you provided.	6000
6	Describe the event's overall design, including its complexity, creative elements, marketing, production and/or logistical details.	6000
7	Describe the Production Management Process for the event. Describe each phase of the process including Development, Pre-Production, Production and Post-Production. Address the steps taken to ensure risk management control.	6000

Please review the ISES Esprit Submission Instructions for further information on entering the awards.

For all written material, it is strongly recommended that entrants use a word processing program (i.e. Word) first, before entering text into this system. When your content is ready to publish (proof-read, spell checked etc.), copy and paste the text into the text box on the website and format as needed.