

# Investigator Meetings

## Various Clients and Venues

**Event Title:**

Investigator Meeting. This is a set format scientific meeting format. We have produced these events for a number of years, running around 35 events per year all across Europe. With varying delegate numbers from 30 – 500 attendees.

**Event objectives:**

To make sure key messages are delivered to delegates and to capture opinions and questions from the delegates themselves. To ensure the seamless running of the event. To maintain consistency with previous investigator meetings. To ensure recorded media for the event is of high quality and suitable for immediate hand over.

**Areas of responsibility:**

We have overall responsibility for all aspects of the events running, from liaison with the venue and presenters as well as providing all logistical support needed for the event. These meetings are recorded for transcription. This is vital to this client as these meetings are a regulatory requirement and the transcription and our produced DVD is the evidence that they need to show. To ensure a level of redundancy suitable to safeguard the event data. To collate all interactive polling questions.

**Target audiences:**

Clinical trial investigators (doctors), Field monitors , clinical trial teams, third party vendors included in the trials.

**Event strategy:**

These shows run to a set format. The biggest variation comes from the change in the number of delegates and the different venues. After a site visit and agendas have been set out a equipment list is generated and a formal quotation is issued. Presentations are sent through for formatting and including in a show reel. All the meeting materials are collected from the client and then shipped by us with our equipment. On site our power point operator liaises with the presenters to obtain up to date presentations. Once the equipment is set up there is opportunity given for speaker rehearsals. The meetings themselves are recorded in a double redundant fashion due to the mission critical nature of these events. Once the event is concluded the DVD recordings of the meetings are handed over to the client along with copies of the final presentations. The meetings are evaluated along with each presenter via the voting system.

**Results and evaluation:**

Results wise we have an impressive record and a long string of happy clients. Being a set format and a frequently repeated, most of the lessons have been learnt. From this we have gained a lot of experience with dealing with European venues and some non EU venues and the pit falls that go with them. We also have an in depth understanding of European transport issues. Not to mention a good appreciation of events for the pharmaceuticals industry.