

Meeting Services



Taking care of the details for a successful meeting event - worldwide!

Corporate meeting planners often have workloads that make it difficult for them to take on new assignments, research venues, or dedicate the necessary time to managing multiple events.

We can help you research and select the appropriate venue, arrange for catering and audio visual services and provide other necessary services. Whether we assist you in arranging a conference in one city or several events in several cities worldwide, we take care of the details so you can focus on your guests and your event.

We have the industry experience to arrange your meetings properly and you can be confident in our abilities. Individuals in our Meeting Services group have worked as planners in the industry, and they have the knowledge and experience that can help you as you prepare your event. Our people are skilled in negotiating room rates and contracts, and know the settings and amenities that corporate clients want for their meetings. Working with you, they can bring efficiencies and lower your costs in organizing your events.

We have relationships with many hotels, business centers, and conference centers in your city or around the world, allowing us to present you with a wide range of options for your meetings beyond MicroTek-owned and partner sites. MicroTek can assist you with all your corporate meeting events including National Sales Meetings, Workshops, Motivational Meetings, Teambuilding & Incentive Meetings, Soft Skills & Technical Training Events and more!

Meeting Services

Our Experience

Our Relationships Within the Industry

single point
of contact
for site
selection
and
meeting
services





Site Selection

MicroTek can help you with the time consuming task of locating the perfect venue for your event. Our experienced meeting planners will research available venues and provide you with a detailed report outlining our recommendations. This report, including photos, proposed pricing and concessions, is designed to help you make the best decision possible when selecting your venue. Of course, the final decision is up to you, and we will solicit the hotel to provide a contract for your approval. Our fees are paid by the chosen venue allowing us to provide site selection services at no cost to our clients.

Meeting Services

MicroTek offers you the convenience of being your single source for all matters related to your meeting arrangements. We take care of everything, from scheduling conference venues in different cities to contacting a caterer to provide snacks and meals at the times you need them. Our services appear in one invoice, eliminating the need for you to deal with many vendors and the difficult task of sorting through a pile of invoices.

Technology-based Meetings

Meetings that require computers and technology can be especially difficult to source and plan. MicroTek's computer classroom facilities are equipped with the most advanced computer hardware available, multiple broadband Internet connections, and digital projection systems. Each MicroTek facility has full-time, on-site, certified technicians and hospitality staff to assist your event guests with whatever they need. Our facilities are designed to accommodate groups of various sizes and can be configured to your exact specifications. Email stations and courtesy phones are available so guests can remain connected to their offices and our facilities have partnerships with area hotels that include negotiated rates and daily transportation to the event facility. We provide your guests with comfortable break areas, continental breakfasts, snacks and unlimited beverages. From initial contact to technical setup through event delivery, MicroTek is your single-source resource for technology-based meetings.

