



## Best Meeting/ Conference Program

Budget Under \$500,000

Budget Over \$500,000

SEP

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.** SEP

SEP\*\*The entry should include both a meeting and special event component.

### Entrant Questions

Order		Max Characters
1	<b>PREVIEW:</b> Provide a general overview of the event, and the products or services you provided for the event. (Keep it short and sweet like a movie preview used to hook your audience.)	3000
2	<b>OBJECTIVES AND/OR GOALS:</b> Succinctly outline the client's objective(s), goal(s) and/or overall purpose for the event. (This should be written either in short answer or bullet point format.)	3000
3	<b>TELL THE STORY:</b> Expand on your preview. Provide descriptive details of services and/or products that were provided. (Include references to collateral materials to enhance the details.)	7500
4	<b>EXECUTION:</b> Describe the logistical execution of the event and/or of your products or services including challenges faced. (Bullet point out all phases of the production management process. Include references to collateral materials to give a clearer picture of your process): <ul style="list-style-type: none"> <li>• Development (proposal phase)</li> <li>• Pre-Production (prior to start of the event)</li> <li>• Production (during run of the event)</li> <li>• Post-Production (after the event)</li> <li>• Challenges (describe whether or not there were challenges and the proposed/utilized solutions, if there were any.)</li> <li>• Risk Management (acknowledge if there were any potential risks or situations that arose for this event, if so, then detail contingencies that were put in place to reduce or eliminate risk.)</li> </ul>	7500

*Please review the ILEA Ohio WOW! Submission Instructions for further information on entering. For all written material, it is strongly recommended that entrants use a word processing program first (i.e. Word), before entering text into this system. When your content is ready to publish (proof-read, spell checked, logo & names removed, etc), copy and paste the text into the text box on the website and format as needed.*