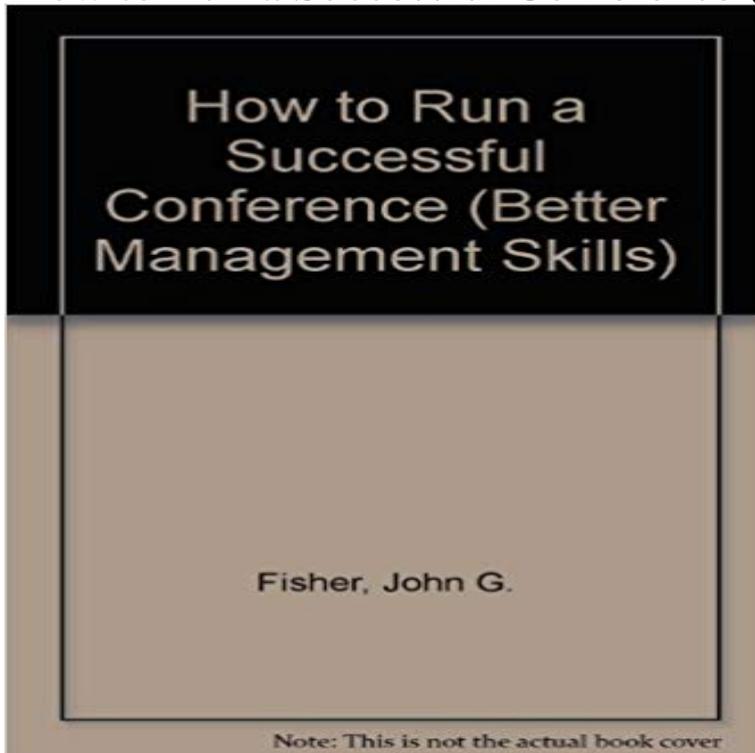


How to Run a Successful Conference (Better Management Skills)



Running a successful conference, meeting or event is a skill required of any manager. This practical guide takes the reader through the process step-by-step, covering all aspects of conference organizing, including: finding the right venue; event management and logistics; accommodation and catering; and constructing a budget. Designed for the first-time organizer, it provides advice reinforced with checklists and diagrams.

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