

We work for:

- Enterprises
- Authorities
- Organizations
- Associations and groups

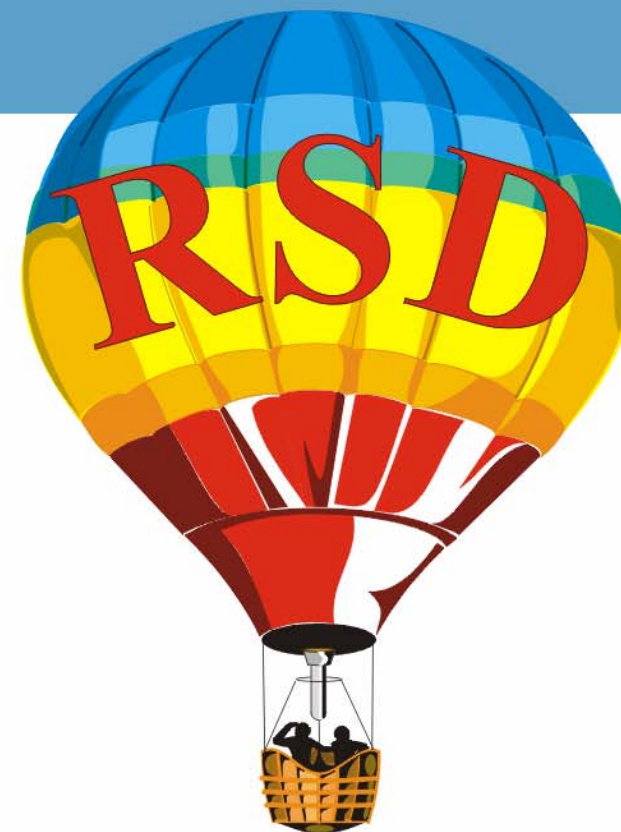
You will find a list of our customers on our web page:
www.service-group.de/kunden

Please do not hesitate to contact us; we will be pleased to send a detailed offer to you. I'm at your disposal for any questions:



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MI O GmbH **Convention/Congress** **Management**

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» The use of travelling is to regulate imagination by reality, and instead of thinking how things may be, to see them as they are. «

(Samuel Johnson)

We are your partner from the very beginning to the evaluation of the planned event or meeting. We provide you with new ideas and we have grown contacts to hotels all over the world. We may judge both service as well as food and beverage and we understand their pricing.



We organize:

- Meetings, workshops, seminars and conferences
- Conventions up to 200 pax
- Incentives
- Vincentives / Wine tours
- Company anniversaries
- Motivational events
- Balls
- Excursions
- Opening events
- Board Meetings
- Presentations on exhibition stands
- Press Conferences
- and much more

We offer full service to you but we may also act as your adviser only. Challenge us with a small or large responsibility.

Our Target Groups:

- National and international operating enterprises
- National authorities
- National and international organizations
- Associations and groups



Performance Catalogue (extract):

- Searching the destination (country, region)
- Conception and presentation
- Choosing the right hotel
- Scanning the right places for smaller and bigger events
- Preparing sightseeing and other activities
- Sight inspections with our customers
- Design and printing of invitations and programs
- Collecting and mailing of handouts to the participants
- Visa
- Organization of arrivals and departures
- Administration of the complete programme including transfers, guides, sightseeing, recreation, entertainment, technical equipment
- We take care of your speakers
- Catering of guests
- Seating arrangement, decoration, badges, signs
- Cost control and accounting
- Video of your event