



Coalesce MedCom, LLC

Unique Insights Driving Individual Solutions

Event Management, Execution, and Staffing

Medical meetings and events come in a variety of formats and need to be effectively executed across a range of participants. At Coalesce, we understand the need to align the precise meeting format in an effort to garner the most tangible interactions and outcomes based on your desired communication objectives.

Coalesce provides custom solutions for all of your meeting and event needs:

- International, national, regional, and local events
- From five to 500 attendees
- Multiple learning formats
 - Didactic presentations, interactive and small group discussions, faculty-led panel discussions, case-based learning formats, advisory, consultant, and consensus formats

Advisory Boards	Satellite Symposia	Investigator Meetings
Consultant Meetings	Society and Association Events	Lunch-n-Learns
Consensus Meetings	Dinner Meetings	Speaker Bureaus

Our events include:

- Site search and venue contracting
 - Food & beverage selection and presentation
 - Meeting room allocations, set-up, and staging
 - On and off-site event management
 - Scientific and social
- Invitation, registration, and confirmation communications for clients, faculty, attendees, and vendors
 - Custom registration portal design and management
- Coordination of all event logistics
 - Welcome packets, tent cards, name badges, slide/syllabus handouts, CDA's, travel packets, departure notices, meeting and directional signage
 - Audiovisual arrangements, staging, and themed décor for all events
 - Airfare, hotel, and ground transportation coordination
- Post meeting coordination and reporting
 - HCP reporting (Sunshine Act compliance)
 - Vendor and honoraria distribution and tracking
 - Project reconciliation

For more information contact David Gottlieb

75 Woodlawn Avenue, Saratoga Springs, NY 12866

T: 866-894-9823

F: 518-874-0582

E: dgottlieb@coalesce-medical.com