

Professional Conference Organiser (PCO) since 1997

# **614+**Medical Conferences

13,235+
Faculties

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2.5 lakh +
Delegates

2,40,000+

Sq. Ft. Exhibition Space



**5,678+**Live Surgeries including 3D Surgeries



317+

Appreciations and Awards







#### Welcome to GPE EXPO PVT. LTD..!

GPE EXPO PVT. LTD. (GPE) has been working in the Meetings, Incentives, Conference and Exhibition industry since 1997, it has an experience of organizing more than 1,000 conferences and exhibitions ever since. Over the last 25 years, it has been shaping and building up the brand by understanding the needs of the clients and delivering a successful results. GPE has expertise in MEDICAL and PHARMACEUTICAL industry with more than 600 Medical conferences ranging from 500 to 15,000 delegates. The Professional Conference Organizer (PCO) division at GPE has worked with most of the medical associations both national and state chapters in nearly all of the medical specialties.

Born and nurtured with the vision of building a world-class service company, GPE has been committed to serve the best solutions and out of the box thinking with all the aspects of its deliverables with utmost safety.

With the changing time, the model of managing the meetings and events has evolved tremendously. Similar to any other industry in the world, technology has revolutionized the event organizations and has ushered in a new era bringing with its innovative concepts like online registration, online abstract submission, online exhibition management, virtual conferences, etc. We at GPE take pride in the fact that our team is capable of handling and adapting itself to new technologies, methods, and ideas. Our core-team with its experience is always innovating new technologies to make conference management simpler to organize.

Dependable with an eye for detail, this is how we organize Conferences, and it seems that we are going about it the right way: the loyalty of our many local and national clients is the best proof.

Whether the event is small or large in numbers, whether individual services are requested or a carefree "ALL-IN" package, we are ready to take on the requested role. That way, your mind stays free for what matters to you.



We're an Experienced PCO that excels in the planning of conferences, since 1997..







#### **TALKING STRAIGHT**

As soon as you talk to us, you will understand the deep interest we take in each individual event, and its minute details. Making your event goals and objectives a reality is all about communication and mutual understanding. Once that has been established, we will ensure things take shape as you would like them to be..!

#### **BEST SOLUTIONS**

We understand the need of your needs for the event and get back to you with a set of solutions that are best suited for your needs and based on the situation.

#### **CREATIVE**

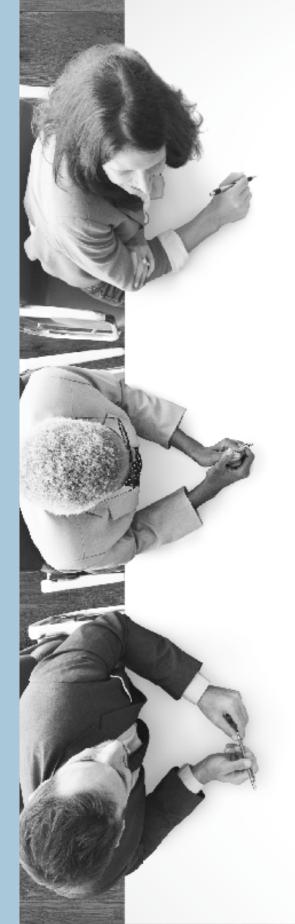
We at GPE strongly agree and support the phrase 'Out of the box thinking'. We will discuss your event with you in the first instance and come up with suggestions that are bound to help you decide for yourself why we are special.

#### ATTENTION TO DETAIL

Creating a valuable experience requires focus on every detail. We make a master checklist, that we follow for each and every event to make sure that smallest of the small things are taken care of.

### **PERSONAL**

We are a team of highly professional individuals, each with a distinct personality, skill-set and clearly defined roles. In our industry, we find them to the advantage of our clients making us extremely personal, efficient and easy to work with.



GPE is known as longest-standing and reputable event management companies, with a strong 25+ year track record of astute financial and risk management, precision project management, and exceptional client outcomes.



# **⊙ SERVICE OFFERINGS**





Association Meetings & Conferences



**Corporate Events** 



Exhibition Management



Outbound Conferences



Convocations



**CME / Workshops** 



**Virtual Conference** 



GPE is a business entity which specializes in the organization and management of congresses, incentives, exhibitions and corporate events. Typically working in either a consulting or full management role, we at GPE provide complete service management for events and conferences with complete spectrum of all the elements which are MUST HAVE, including Conference Design & Planning, Budget, Website, Mobile Application, Branding, Registration & Data Management, Abstract Management, Food & Beverage, Audiovisual & IT support, Scientific Programs, Exhibitions, Health & Safety audits and arrangements, Logistics. GPE does the Venue selection, Revenue generation, Venue layout, Travel & Accommodations, Election / AGM / GBM, Convocation, CME / Workshops, simultaneous Interpretation, Entertainment and Breakout Sessions and Permissions. Financial Management and control the budget on behalf of the client.

#### **⊖** AGREEMENT



- Finalize Meeting with the Organizing Team
- · Understand the Event
- Client Budget
- · Explain the Event Planning
- Agreement Signing

## **⊙** CONFERENCE DATE

We always suggest a conference dates which is not clash with

- · Any Festivals
- · Marriage Season
- Public Holidays
- Dates also should not clash with the same field conference

#### **⊙ VENUE SELECTION**

- Venue Selection according to the size  $\ensuremath{\mathfrak{S}}$  requirement of the conference
- Preferable to the near hotels options
- · Should be middle of the city and Should not far away from the City
- · Easy transport facility

# **⊙ VENUE LAYOUT**



- · Venue layout as per the requirement of the Conference
- Define each & every area related to the Conference

#### **O CONFERENCE PLANNING**

- · Planning and flow of the Event
  - Budget of the event
  - Revenue Generation
- Weekly work progress report to all the committee members of the conference
- Registration System Planning
- Finalization of Audio-Visual & Live Coverage
- Stall layout for Exhibition
- Sponsors

# **⊖** BUDGET

- Analyzing the conference requirements and Tentative budget planning
- Negotiation with the vendors and trying to make budget control
- Monitoring all items of the work order and actual consumption
- Expense v/s revenue comparisons

#### **⊙** REVENUE GENERATION



- Make the chart for Revenue Generation as per the requirements of the conference
- · From Delegates and Industry Partners

#### **○ WEBSITE**

- Domain name Suggestion
- · Managing the contents of Website
- Home
- · About Association
- About Conference
  - Theme
- Message
  - President's Message
  - Organizing Team Message
- Committee
  - Executive (Central) committee (Name with Picture)
  - Local Organizing Committee (Name with Picture)
- · Scientific Program
  - □ Theme & Message
  - Tentative program Topics
- Abstract Submission
  - Abstract Submission Guideline
  - Topics
  - Online Submission Form

- Registration
  - Information & Rate
  - Registration form PDF
  - Online Registration &
  - Payment Gateway
  - Login Password of each Delegate
  - Admin Module, which is been
  - used for Offline Registration
- Travel & Accommodation
  - About State and City Places to visit
  - Hotel Booking Details
  - Visa Online Form
- Sponsorship & Exhibition Participation
  - Invitation Letter
  - Sponsorship Details
  - Exhibitor's Profile & Categories
  - Walk Through
  - Contract Form Downloadable
  - Download
- Contact Details

#### **⊙ CONFERENCE MOBILE APPLICATION**



- · Hosting of the mobile application on IOS and Android app store
- What all includes in App:
  - Log in ID & Password
  - Home Page (Message)
  - Chat Box
  - My Profile : Registration Number
  - About Conference
  - Organizing Committee
  - Venue (Photos, Google Map Link)
  - Faculties

- Scientific Program
- Brochure
- Online / Offline Registration
- Voting
- E-Posters
- Highlights of Conference

#### **⊕ DESIGNING**

- Amalgamation of management and creativity is implemented here with the starting point of conference logo to the end point of conference branding in the city
- We have an in-house design team and all the signage are as per the international norms
- Brochure
- Pre-event report
- · Post event report
- Stationary (invitation card, Letter head etc.)
- Backdrops of the venue like:
- Inauguration
- Banquet
- Convocation
- CME / Scientific Halls
- We assign the signage not only around the venue but also around the city for the ease of navigation

# **⊙ CONFERENCE MARKETING**



- All social media platforms
- SMS
- Emailers
- · Personal calling
- Search Engine Optimization
- Website
- Mobile app
- Sending brochures and other promotional material to the targeted audience via post or courier.
- Personal calling to the target audience

#### **O REGISTRATION & DATA MANAGEMENT**

# **Online Registration:**

- Registration Webpage
- Online Registration Form
- Welcome Letters via Email
- Immediate confirmation Email and SMS on Registration
- Hassle-free registration system.

# Offline Registration:

- Registration Form collection
- Payment Collection
- A confirmation mail with scan receipts
- · Document Collection like
- ID proof and HOD -letter (PG Student)
- · Data Management

# GPE EXPO PVT. LTD.

#### **⊙ ABSTRACT MANAGEMENT**

- Submission of abstract is online via App or Website and is downloadable anytime
- Guidelines & Online Submission with Upload & Download Facilities
- Abstract Division according to the different topics
- · Collecting presenter biographies
- · Finalizing the presenter for the given topics
- · Speaker can easily make changes to their abstract online
- · Secure, Password Control
- · Automatic confirmation mail and code generation
- Automatic mail to Abstract Committee of each & every Abstract

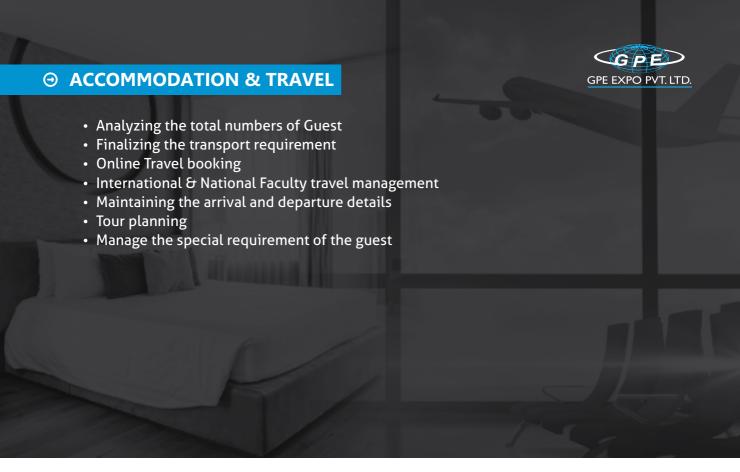
# **O POSTER PRESENTATION**

#### **E-Poster Presentation**

- General Specification for presentation (Like Sizes, No. of slides, Type of Presentation, Time Limit)
- Design Specifications: E-poster needs to be created as per the format
- Distribution of halls; topic wise for poster presentation
- Understanding the set up according to the requirement
- Requirements like LCD Display, Desktop, Touch Screen Kiosk, etc.

#### **Manual Poster Presentation**

- General Specification like the size of the poster and No. of print banner allowed
- Allotment of the area for printed posters hall wise
- · Support of Stationary materials
- A coordinator for the manual poster management



# **⊙ FOOD & BEVERAGES**

- Quotations
- Finalization of Caterer
- Menu
- The layout of the Dining area
- Maintain hygiene of the dining area
- QR Code/Barcode system for entry and exit
- Onsite Security for entry / exits detail which mentions the number of present delegates at the venue
- Onsite backup plans for increased number of delegates

# **⊙ AUDIO-VISUAL**



- · Recording and editing of the whole event.
- Preview Room to control A.V. of all the halls at the venue from one location
- A.V. presentation management (LCD, Desktop, touch screen)
- Providing the facility of live streaming of a surgery or a talk from any part of the world via:
  - Fiber Optic
  - Broadband
  - Satellite
- · Light control on the console
- · Voting Pad
- Designing of A.V. equipment's (for better Visibility)
- · The facility of 3D surgery

#### **⊖** BRANDING

- Branding at the Entry / Exit area
- · At the exhibition area
- · At dining area
- Backdrops of Conference Rooms
- Registration area
- Cafeteria
- Washroom
- Signage's as per International Norms



#### **⊙** CONVOCATION

- · Stationary Designing
- · Convocation Dress-code

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- Front & Backstage Management
- Crowd Management
- Planning of Procession

- Sitting Arrangement
- Convocation Ceremony
- Certificate Distribution
- Preparation of Convocation Flow

# **⊙** ELECTION / AGM / GBM

- · Arrange separate rooms for meeting
- · Stationery as per the requirements
- Tea / Coffee / Snacks
- · Coordinator to look after all the arrangements

# **⊙** CME / WORKSHOP

- Satellite Meetings via Fiber Optic, Wi-Fi
- Workshop: Live via Fiber Optic, Satellite, Broadband, Leased Line
- Workshop on cadaver
- Apply for Extra Credit Points for Workshop
- CMEs: Manage Extra Fees for CMEs
- Manage registration for CMEs who wants to attain
- Certificates for CMEs

#### **⊙ EXHIBITION**



- · Exhibition Set-up
- · Identified Exhibition Space, Providing Layout as per the requirement
- · Preparation of Exhibitors List, Stall Designing as per the requirement
- · Stall Allotment with numbers
- · Decoration requirement, Other Electrical appliance requirements
- · Registration System
- Providing Stall with basic requirement (Octonorm, Two chairs & table, dustbin, fascia name, one plug point)
- Exhibition Promotion
- Collect Database from Secretariat
- · Email of Trade Brochure with all Sponsorship Category, Layout
- · Calling / SMS to data for stall
- · Personal Meetings

# **⊙ SIMULTANEOUS INTERPRETATION**

- Provision of interpretation services
- Provide highly efficient interpretation service by experienced interpreters in all major national/global languages
- Ensure that the language barrier does not become a success barrier at your event



#### **⊙ SCIENTIFIC PROGRAM**



- · Live Workshops
- Orations
- Debates
- Guest Lectures
- Symposia
- Scientific Papers &

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- Breakfast Session with the Experts
- Tricks & Tips on Difficult Procedures
- Quiz Activities Answering Machines
- · Meet the experts in Medical Café
- Letters to all the faculty with their respective topics

# **⊙ PERMISSION**

- Informing MCI about the Conference
- · Registration of Foreign Faculties at MCI
- Application for Credit Hours to MCI and / or Local Medical Council
- Submitting the proper documents to Local Medical Council, like CME Dates with Speaker biography and topic of discussion with schedules
- Banquet and Liquor permission
- Local permission like:
  - Construction
  - Traffic & Police
  - Municipality
  - Fire & Safety
  - Generators
  - IPRS, PPL, NOVEX

### **⊙ ENTERTAINMENT**

- Stage Management
- Stage Light
- Sound System
- Décor
- · Celebrity Management
- Artist Management

- Theme Event
- Theme Decoration
- Event options like, Dance Troupe, Celebrity Appearance like Singer, Stand-up Comedian, etc.

# **⊙ SAFETY & HEALTH AUDIT & ARRANGEMENT**



- · Audit of the whole venue and staff before the conference
- · Food Hygiene
- · Venue Sanitization and Disinfection
- Health & Safety Audit
- Use of PPE products
- Vender Registration and Health & Safety Audit of Vendors
- · Social Distancing in each area

#### **⊙ POST SHOW REPORT**

- Message from Organizing Committee
- Total Delegates attended (National & International)
- Total Faculty attended (National & International)
- Total Number of Trade Partners' List
- Conference Documentation (Photography & Videography)
- Reviews of Delegates

#### **O VIRTUAL MEDICAL CONFERENCE**



- Secure Online and Offline Registration
- Conference Entrance with Registration Counter
- Speaker Management
- Exhibition Area with Customized Stalls and Real-time Interaction Tools
- · Customized Virtual 3D Lobby with Interactive Dashboard
- Surgical Live Workshop with Online Attendee Interaction
- Revenue Generation via branded Virtual Lobby, Halls, Networking Lounge
- Comprehensive Analytics and Post-production Recordings
- · Managed Webinar
- Hybrid Conferences: Hybrid Conferences are a combination of ONLINE and OFFLINE activity
- YouTube Live
- Live Polling
- One Hall to Other Hall Live
- Poster Presentation Hall with Live Interaction
- Paper / Video Poster Area
- Main Lecture Hall with Live Interaction
- Faculty Lounge with Live Interaction
- Audience Engagement Tools including Gamification, Polling and Ouizzes

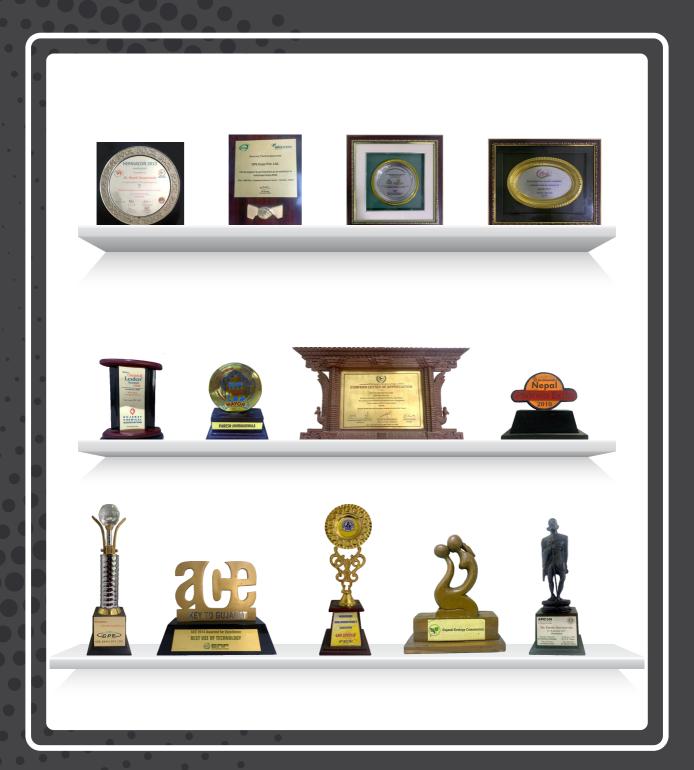






# **⊙ AWARDS**

































and many more...

#### **⊙** OUR CLIENTS



THE ASSOCIATION OF

SURGEONS OF INDIA

THE HOMOEOPATHIC

OF INDIA

INDIAN

SOCIETY

PROSTHODONTIC

ASSOCIATION OF

AHMEDARAD

OBSTETRICS &

SOCIETY

GYNAECOLOGICAL

INDIAN SOCIETY OF

MEDICINE -GUJARAT CHAPTER

CRITICAL CARE

AHMEDARAD

UROLOGICAL

ASSOCIATION

ASSOCIATION

OF GILIARAT

AHMEDABAD

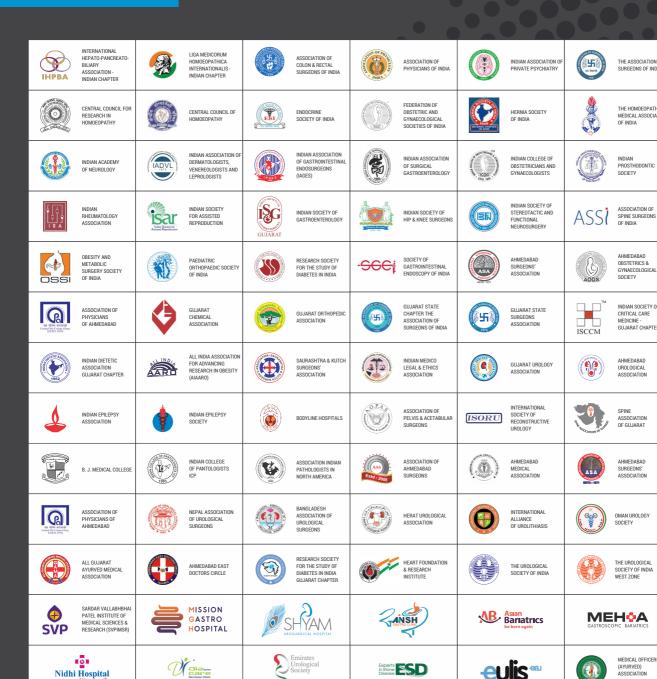
SURGEONS' ASSOCIATION

MEDICAL OFFICERS

(AYURVED)

ASSOCIATION GUJARAT STATE

MEDICAL ASSOCIATION





AHMEDABAD HOMOEOPATHIC MEDICAL ASSOCIATION GHMO ASSO.

#### APPRECIATION



"

With great pleasure I acknowledge GPE EXPO PVT. LTD. towards their professional assistance for our IASGCON to make it a grand success. Many thanks for managing the 24th National Conference of The Indian Association of Surgical Gastroenterology, Ahmedabad, Gujarat. We appreciate your Team and your leadership, as GPE EXPO PVT LTD helped us to make this one of the best Gastro conferences in India. I must say that you were available to us anytime, we wanted and your experience was an outstanding.

You have successfully managed the entire Conference with more than 800 delegates and more than 2 lakh Sq Ft area comprising of Registration, Inauguration, Poster & Abstract Presentation, Scientific Hall Management, Kits, Badges, Certificates, Hospitality, Logistics, F&B, Exhibition, Valedictory Function, Audio Visual, Security, Entertainment & Cultural Program and Light & Sound.

I wish you all the success to GPE EXPO PVT LTD in future and would have no hesitation in recommending your organization to anyone for similar events

Dr. Sanjiv Haribhakti Organizing Secretary, IASGCON

"

"

I have no hesitation in admitting that associating GPE EXPO PVT LTD with GUJSURGCON has done an excellent job. I was fully impressed by the way you planned and executed our Annual Conference of Gujarat State Surgeon's Association & Gujarat State Chapter of The Association of Surgeons of India; GUJSURGCON, Anand, Gujarat. You have successfully managed the event in terms of Registration, Scientific Hall Management, kits, Badges, Certificates, Hospitality, Logistic, F&B, Exhibition, Inauguration, Valedictory Function, Audio Visual, Security, Entertainment & Cultural Program, Light & Sound, and the Scientific Sessions.

Great Job..! All the best for future ..!!

Dr. Shailesh Shah

Organizing Secretary, GUJSURGCON

"

"

I hearty congratulate Mr Paresh Jhurmarvala and his Team from GPE EXPO PVT LTD. You have successfully organized and managed the ASICON which was the largest gathering of Surgeons of India, Ahmedabad, Gujarat. GPE EXPO PVT LTD has managed more than 6,000 delegates and above 50 foreign delegates with their Scientific Hall Management with 6 lakh Sq Ft area, Registration, Kits, Badges, Certificates, Hospitality, Logistic, F&B, Spouse Activity Area, more than 2 lakh Sq Ft area for Sponsorship & Exhibition, Inauguration, Valedictory Function, Entertainment & Cultural Program, Audio Visual, Security, Light & Sound, along with 500+ Manual Posters & Abstract Presentation. GPE was significantly resourceful to ASICON step by step starting from Conceptualizing, Planning, Marketing, Budgeting & overall Coordination. It was very well budget controlled and managed. Also got a appreciation from all the Committee and Foreign Faculties as meeting an international standard for the Event. Even though the Event was such a large scale, however, due to precise planning and timely execution, entire Committee was attending the scientific sessions instead of remaining engaged for an administrative or management issues.

We look forward to associate with GPE EXPO PVT LTD in years to come for their professional services.

Wishing GPE EXPO PVT LTD all the best.

Dr. Kaushik Shah Organizing Secretary, ASICON

"

# **⊙ APPRECIATION**



"

Congratulation to Mr. Paresh Jhurmarvala and entire Team of GPE EXPO PVT LTD for the splendid job done. I express gratitude with thanks to GPE for the smooth event. You have successfully managed the GOACON, Ahmedabad, Gujarat. You have managed 700 delegates with their Registration, Kits, Badges, Certificates, Hospitality, Inauguration, Poster & Abstract Presentation, Valedictory Function, Logistic, F&B, Exhibition, Audio Visual, Security, Light & Sound. You have not only managed the Event onsite, but also helped us in terms of Planning, Marketing, Budgeting and overall Coordination of the entire Event.

Wishing GPE EXPO PVT LTD all the best.

Dr. Maulin Shah
Organizing Secretary, GOACON

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It would be indeed my pleasure to accolade and to convey that GPE EXPO PVT. LTD. had assisted us in a big way to manage successfully the 54th Annual Conference of Indian Society of Gastroenterology (ISGCON), Ahmedabad, Gujarat, India.

It is rightly said: "Talent wins games, but teamwork and intelligence wins championships". Thank to you and GPE Team that has done a fabulous job in terms of arranging all the necessities at ISGCON. You have successfully managed the ISGCON with more than 2,000 delegates. I must say that you were always available to us, anytime we wanted and your insight was an outstanding.

Your suggestions on all different areas had always exceeded and remained uppermost, which include, selecting catering services and preparing daily food menu helped us in satisfying taste of each and every individual attended this Event pan-India and from abroad, your active participation in suggesting hotels, venue for entertainment programs, hall decorations, etc. made meaningful outcome and we had achieved a milestone in organizing an event in the history of the Indian Society of Gastroenterology.

Our Organizing Committee & all the Delegates, pharmaceutical and medical device companies those participated in that event adored and appreciated GPE EXPO PVT LTD for all the arrangements done. I acknowledge with thank GPE EXPO PVT LTD on behalf of all those who had attended ISGCON for making it most successful and memorable for years to come..!

I wish GPE Team a great success in future and would have no hesitation in recommending your organization to anyone for similar Events.

Dr. Sudhanshu Patwari Organizing Secretary, ISGCON

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"

We feel pleasure to inform you that GPE EXPO PVT LTD has successfully managed ENDOCON at Ahmedabad, India. The professional expertise of GPE EXPO PVT LTD had remained undoubtedly effective to manage ENDOCON successfully while showing the critical Live Procedures / Surgeries for different places nationally & internationally on large screen without any interruption, which was appreciated by all the Faculties and the Delegates.

We look forward to associate with GPE EXPO PVT LTD in years to come for their professional services and vast experience.

Dr. Nilay Mehta
Organizing Secretary, ENDOCON

"

#### APPRECIATION



"

I would like to express my appreciation for having made the event, IRACON a grand success, which will be definitely remembered in future. We extend our sincere thanks to the entire Team of GPE EXPO PVT LTD for meticulously managing IRACON, Ahmedabad, Gujarat. GPE EXPO PVT LTD had managed the entire planning, execution and flow of execution most efficiently, which included Registration, Scientific Hall Management, Kits, Badges, Certificates, Inaugural and valedictory function, Scientific Sessions - Poster & Oral Abstract Presentations, Hospitality, Logistics, F&B, Scientific Exhibition, Audio Visual, Security, and Entertainment & Cultural Program.

We must thank the GPE Team for their accurate planning and management of IRACON, and therefore, entire Organizing Committee remained stress-free throughout the meet. The Event had remained highly noticeable among the Medical fraternity.

Dr. Sapan Pandya Organizing Secretary, IRACON

"

"

Many congratulations to GPE EXPO PVT LTD for making APICON a mega success alongside the largest most gathering of Association of Physicians of India, Ahmedabad, Gujarat. GPE EXPO PVT LTD had managed more than 7,000 number of delegates alongside Scientific Hall Management, Live Symposia, Registration, Delegate Kit, etc. 150 national & international faculties and all concurrent activities during APICON. GPE remained highly resourceful specifically to maintain the protocol during the visit of VVIP & VIP Guests and digital access control in different scientific activities across the Event Venue. GPE EXPO PVT LTD was involved right from the initial stage and assisted the Organizing Committee at every phase of Conceptualization, Planning, Budgeting, Marketing, Coordination and Implementation.

We look forward to associate with GPE EXPO PVT LTD in future as well for their professional services and enormous technical experience of more than two decades in medical and pharmaceutical sectors.

Wishing GPE EXPO PVT LTD to achieve new stature to manage and produce more and more memorable and successful Medical Conferences and events..!

Dr. Banshi Saboo Organizing Secretary, APICON

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GLOBAL, 402-403, Abhijyot Square B/h. Divya Bhaskar, S. G. Highway Ahmedabad 380051 INDIA

- +91.79.4000.8233 / 53
- © +91.93275.74747 +91.90167.84544
- www.GPEexpo.com

