

Providing Top-Flight Advertising and Exhibits Sales Plus Related Conference Services for more than 30 Years

AIP offers professional, cost-saving services to help you make the most of your organization's meeting. Our seasoned exhibit management team handles every aspect of exhibit planning, sales, and show management. We will help you attract and keep more exhibitors, advertisers, and sponsors.

We also offer complementary services. AIP publishing and media relations experts ensure that the proceedings of your event reach the science community quickly and accurately, in both print and online editions. In addition, onsite Job Fairs hosted by our Career Services group will energize your event by bringing employers together with job seekers.

MAKE THE MOST OF YOUR ORGANIZATION'S MEETING WITH PROFESSIONAL, COST-SAVING SERVICES FROM AIP

Top-Flight Exhibit Management

For more than 30 years, AIP has been assisting scientific and technical organizations plan, launch and develop successful exhibitions in conjunction with their annual meetings. We offer comprehensive and cost effective exhibit management services to professional societies and other organizations. We can customize these services to your organization's individual needs.

Marketing plans . . . AIP can develop a comprehensive plan to market your event using internet, advertising and direct mail campaigns. As a publisher of numerous scientific journals and magazines, AIP offers substantial market penetration to promote your event.

Hotel & contractor negotiations . . . With years of experience and numerous contacts within the meeting industry, AIP works with sponsoring organizations and hotel/convention centers to secure the most favorable rates on rooms, meeting spaces, and services.

Exhibition sales & services . . . The success of your event is tied to the quality and size of the exhibit. AIP provides an experienced and aggressive sales staff working for you, and has a proven record in exhibit sales and customer service.

Financial accountability . . . AIP provides itemized budgets, sales status reports, and full financial settlements on a timely basis.

Publicity & promotion . . . As part of an overall marketing plan, AIP will prepare and schedule advertisements in appropriate publications to promote your meeting and exhibit. We develop attractive promotional materials for booth sales, including direct mail, advertising, and internet marketing.

Site logistics . . . Each new event presents a variety of new contractors to deal with everything from handling booth setup and take down to hotel services and security. AIP arranges contractor services for booth set-up, inbound and outbound trucking, telephones, Internet access, signs and electrical and plumbing services. We obtain hotel and Fire Marshall approval of the floor layout, and we coordinate all site services throughout the entire event.



“The Job Fair has been an outstanding resource for us to find candidates for our scientific job openings. We have also received great support from the AIP Job Fair staff.”

— **Dwight Mitchell**
Hamilton Sundstrand

Site consultation & selection . . . AIP manages several shows for various AIP member and affiliated societies. We are familiar with a wide range of hotels and convention

centers throughout the United States, and we can provide evaluations of considered sites and suggest additional options.

COMPLEMENTARY SERVICES MAKE AIP A COMPLETE MEETING SERVICES PROVIDER

Enjoy rapid publication of critical conference research at a competitive cost

If you're a conference organizer, you want the key findings at your meeting to reach the largest possible audience - as quickly and inexpensively as possible. With more than 35 years of experience publishing our own 800+ volume AIP Conference Proceedings series, AIP is uniquely positioned to maximize the impact of the leading-edge research delivered at your conference, by ensuring its quick, high-quality, and cost-effective dissemination to researchers worldwide.

AIP-published proceedings present groundbreaking research to a global audience well before traditional publications, with the vast majority of organizers of regularly recurring conferences returning to AIP to publish subsequent volumes. AIP also mounts each new volume online promptly upon publication, ensuring that researchers in your field will have fast access to the results transmitted at your conference. Every proceedings ever published with us can be found on our Web site at proceedings.aip.org.

For those looking to hire or be hired, AIP-sponsored Job Fairs are the place to be.

AIP can hold an onsite Job Fair on your behalf. Job Fairs offer the perfect opportunity for employers to meet with highly qualified candidates in all areas of physics, engineering, and related sciences - candidates who will bring skill, dedication, and energy to their organization. Exhibitors can showcase their companies by advertising open positions, interviewing qualified job candidates, and searching resumes specific to their needs, while job seekers can show off their talents to the world's most prestigious high-tech firms and universities.

Online Meetings Registration

AIP's meetings registration service allows attendees to register online in real time, with links between the online registration site and AIP's membership database, which provides immediate confirmation of membership or other factors affecting registration fees or benefits. The service handles multiple registration types based on membership type, days

attending, products purchased, and guest attendance. It also ties all this information to the individual's existing account so that a society can track a member's meeting attendance, along with their memberships, subscriptions, and contributions. The service allows for the processing and maintenance of nonmember registrations, as well.

Get the level of press coverage your conference deserves

AIP's News & Media Relations division has been building and cultivating a press following for scientific organizations for more than 20 years. Our science writers—respected journalists in their own right—together with our media relations staff, are experienced in managing both the content and logistics of your press coverage. To ensure that the news from your meeting reaches the widest possible audience quickly and accurately, we offer the following services:

Development of your news . . . Science writers from our staff review the papers for your meeting and identify the top news stories for the press. Our science writers also work with your presenters to write and edit lay language versions, which are made available to the press.

Support for the journalists covering your meeting . . . We organize and manage press rooms, luncheons and other activities so that the journalists attending your meeting can focus on your information in the best possible environment.

Virtual press rooms . . . We set up and host online press rooms to publicize and ensure remote coverage of the important events and stories coming from your meeting.

Publicity . . . We write press releases, fact-check individual items with scientists, and send the releases out to a highly qualified list of reporters that cover your field. In addition, we handle all subsequent queries and follow up.

Staff liaison . . . We manage all aspects of press relations on site from fielding press calls to coordinating interviews and other contact between reporters and scientists.