

PRESENTATION FILE

Electrical Engineers Association of the Montefiore Institute (A.I.M.)





The key to success for your scientific organisations

AIM is an engineers' association founded in 1886 in Liege. In parallel with its alumni association role, its core business is organising scientific conferences launched by the academic and industrial worlds. AIM can provide relevant expertise and experience for the organisation of your scientific event in Belgium and abroad, from 50 to 1500 participants.

We take care of the principal elements of your conference organisation:

- Visit, selection and booking of the conference venue and social programme organisation (e.g. gala dinner)
- Financial flow management (expense and income) and financial risk management
- Website creation and management
- Online registration and payment system implementation and management
- Promotional email campaign (call for papers, registrations, etc.)
- Online submission and reviewing system implementation and management

According to your needs, we can also manage the following tasks:

- Preparation of a candidacy to be selected as conference host
- File preparation for grant applications (e.g. FNRS)
- Development and optimization of your conference budget
- Time schedule preparation
- Organising committee meeting coordination
- Contact management (contact email address)
- Catering orders (coffee breaks, lunches, etc.)
- Material orders (poster panels, badges, bags, proceedings, etc.)
- Issue of documents (participant lists, programmes, etc.)
- Invited speaker management (room reservation, etc.)
- Emails and reminders to authors
- Presentation files management
- Sponsorship management (creation of a list and follow-ups)
- Exhibition management
- Use of our association networks for promoting your event
- Pre-reservation of rooms in hotels (options) or contact with a reservation management company
- Attendance of the AIM team during the event
- Post-event management (emails, receipts, final payments, etc.)

This list is non-exhaustive and our offer can be tailored to meet your individual needs.

Our team consists of professional event managers. We are accustomed to working with an international audience, but we are firmly rooted in Liege, specifically at the University of Liege.

Please don't hesitate to contact us for further information. We would be very happy to meet and collaborate with you to ensure the success of your conference.



AIM in figures



100
Receptions and Gala Dinners



200
Congresses



300
Invited Speakers



2500
Presentations



5000
Paper Submissions

Our experienced team has organised many scientific events of varying sizes. Please see some examples of our achievements below:

Name	Date	Location	Participation
23rd International Conference and Exhibition on Electricity Distribution (CIRED 2015)	15-18 June 2015	Lyon (France)	1287 participants, 110 exhibitors and 500 visitors
International conference on Innovation for secure and efficient transmission grids (Cigre Belgium)	12-14 March 2014	Brussels	375 participants, 14 exhibitors
Annual alumni evening (walking dinner)	27 November 2015	Liege	350 members of our association
CIRED Workshop 2014 "Challenges of implementing Active Distribution System Management"	11-12 June 2014	Rome (Italy)	340 participants
10th International Symposium on Electric and Magnetic Fields (EMF 2016)	12-14 April 2016	Lyon (France)	120 participants
18th Conference on Integer Programming and Combinatorial Optimization (IPCO 2016)	1-3 June 2016	Liege	95 participants



Study on micro-grids in the Belgian electrical system	21 October 2015	Liege	88 participants
9th International Workshop on Processing and Applications of Superconducting (RE)BCO Large Grain Materials (PASREG 2015)	2-4 September 2015	Liege	63 participants

Our Strengths



Conference management from 50 to 1500 participants



A professional organisational team



Your event from A to Z : from the choice of the conference room to the gala dinner



Highly experienced in congress organisation



National and international events in Belgium and abroad

Contact

AIM

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