

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



150
receptions and gala dinners



250
congresses



400
invited speakers



3000
presentations



7500
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
25th International Conference and Exhibition on Electricity Distribution (CIRED 2019)	3-6 June 2019	Madrid (Spain)	1519 participants, 647 exhibitors et 594 visitors
10th International Groundwater Quality Conference	9-12 September 2019	Liège	290 participants, 8 exhibitors
Alumin evening (walking dinner)	23 November 2018	Liège	300 members of our association
CIRED Workshop 2018 "Microgrids and local energy communities"	7-8 June 2018	Ljubljana (Slovenia)	400 participants



Association des Ingénieurs de Montefiore
Electrical Engineers Association of the Montefiore Institute

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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