

conferencing<sup>®</sup>  
inbox

EXCELLENCE IS IN THE DETAILS

**EVENT PROFILE**





**▶ WHO WE ARE**



Conferencing In a Box is an event solution provider whose main focus is to provide end-to-end solutions for conferences, workshops and projects. This includes offering our expertise, skill, ingenuity and technology to work on communications and marketing projects that have a finite date, to long term collaborations. We offer this through:

#### **Communication:**

We make it our business to understand your business. Most importantly we align your business goals through various communication channels that reach your customers/stakeholders effectively and profitably.

#### **Idea Communication**

From conceptualization to execution, Conferencing in a box is committed to understanding our clients' needs and delivering impressive results as we handle each individual customer.

#### **Customer Relationship Management (CRM)**

Having evolved in the last ten years it has become clear that we deal with individuals not organizations. At the core of relationship building, managing and growing we seek to create solutions for our client's requirements, ultimately the everyday business of Conferencing in a box.

#### **Event Management**

We provide conference management services to clients anywhere in the world that would like to hold a conference / workshop/ seminar in the region. This we do by offering up to date information, solutions, personnel and infrastructure to work towards their event. As most events are designed towards very specific goals, our business model is to free our clients to focus on the content of their event while we handle the logistics leading to a successful event.



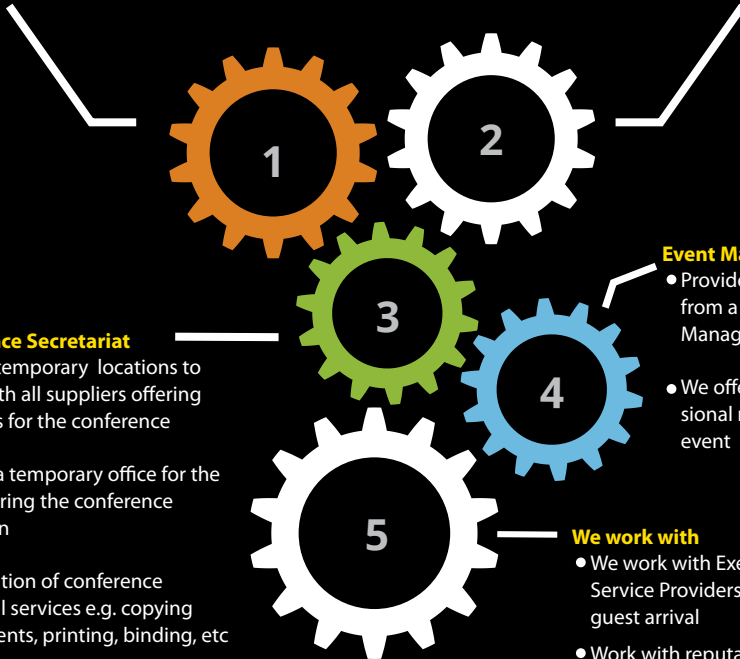
# WHAT WE DO

### Executive Personal assistant

- Meet and receive guests
- Ensure hotel rooms and any other materials relevant to guest stay awaiting conference is available at Hotel, this could include:
  - Hospitality Desk
  - VISA 's Request
  - Accomodation Agency Travel Flight Bookings etc

### Executive Human logistical Support

- We offer a Professional Staff Team to represent the organization we work for. Host/Hostess on site, reception and Front Office event support.
- Our logistical staff will liase between clients and suppliers during the duration of planning and event execution.
- RSVP Services; From sending out invitations to Guest Follow up, Receiving guests at events.



### Conference Secretariat

- Set up temporary locations to liase with all suppliers offering services for the conference
- Set up a temporary office for the staff during the conference duration
- Preparation of conference material services e.g. copying documents, printing, binding, etc
- Provide Help lines during conference duration

### Event Management Team

- Provide Project Management from a team of Professional Event Managers and support Staff.
- We offer an end to end professional resource team for your event

### We work with

- We work with Executive VIP Meet & Greet Service Providers to Ensure seamless guest arrival
- Work with reputable Transport service Providers
- Develop & Manage Event Micro site; respond to visa requirements, Advise on necessary vaccination and event general enquiries



## WHAT DIFFERENTIATES US?

Conferencing in a Box realises that Marketing and Communication teams are getting smaller and smaller. We come into organisations and give teams capacity to allow them to execute seamless events with a team who understand the organisations event and strategic objectives.

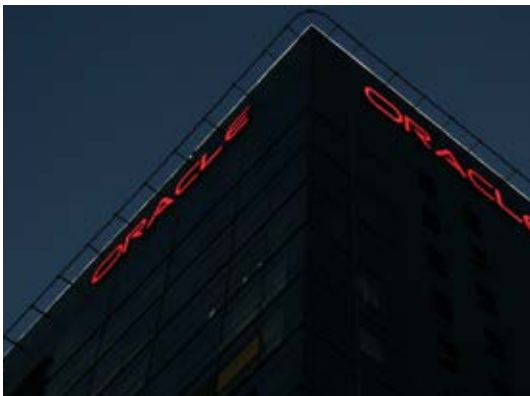


# STATEMENT OF WORK



## Oracle Regional Office Opening 2015

We provided Event Management & Planning Services for our client event. Supplier selection & Management, VIP RSVP guest services, Venue Branding for the High level event graced by the ICT CS and American Ambassador, Oracle VP among other dignitaries.







**Garissa Youth Action Summit**  
 We organized a three day summit attended by 2000 youth in Garissa. Event was attended by MPs from North eastern. Included.





## Bank of Africa

Executive Personal Assistant Service including Airport Transfers, Hotel accommodation, Management of Power Point presentations and Speakers.

**Pax 46** ( Regional CEO's and Board Members )





# THE TEAM

## **Pat Okelo**

Founder & CEO with over 14 years Experience in Design & Brand Communication from the larger mother organisation Willart Productions Limited.



## **Amelia Watindi**

Business Development, Event Lead and Brand Communication Expert with 8 years experience. She brings a wealth of experience from managing global brands such as Coca-Cola, Sierra Premium Beer and the Committee of Experts.



## **Tina Oloo**

Event Lead and HR Specialist Expert with over 10 years experience. She has handled several high level events and Brands including the Jaguar brand.



## **Patrick Mathu**

Finance & Administration

## **Barbara Asibiko**

Administration Assistant

## Our Clients



willart productions

KENYAN-HEART  
NATIONAL FOUNDATION



a holistic approach to excellent heart health



FESTIVAL FOR FASHION & ARTS FOR PEACE



ORACLE®

GTTP - Kenya  
THE GLOBAL TRAVEL & TOURISM PARTNERSHIP

mftransparency.org



**TWAKUTUKUZA TRUST**  
In Support of Cancer Awareness and Treatment 

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Member Associations  
KAWBO- Kenya Association of Women Business Owners  
SGIA – Specialty Graphic Imaging Association