



*CPAESS is a part of UCAR and is embedded in the Earth system science culture. Our relationships and experience make us uniquely positioned to convene your scientific community.*

## **You take care of the science. CPAESS handles the rest.**

### **CPAESS convenes over 200 different events yearly**

The range of services provided include comprehensive event planning and management; venue acquisition; website services and event registration functions; surveys; financial management; virtual and broadcasting capabilities; and a multitude of other logistical details.

We provide the framework to organize both large-scale conferences and gatherings down to tightly-focused small group and committee meetings, with attendees numbering from less than 10 to 1500. Whatever your need, we can help you plan it, arrange it, promote and report on registration, handle logistics of all kinds, and demonstrate the accuracy of the tagline shown above.

Providing events management for the science community promotes collaboration, idea sharing, interdisciplinary research, and community-building. The events raise awareness on important topical issues and provide local, national, and international outreach. More importantly, they leverage connections between cutting-edge research, operations, and education.



## Types of meetings managed by CPAESS

- *Face-to-face conferences*
- *Expert working groups*
- *Peer review panels*
- *Symposiums*
- *Stakeholder engagement meetings*
- *Workshops*
- *Summer schools & colloquia*
- *Training events*
- *Virtual meetings*
- *Town halls*
- *Forums*
- *International events*

## Our Experience

### Virtual and hybrid meetings

We are aware that when it comes to virtual meetings “one size doesn’t fit all” and we have a robust suite of technologies at your disposal to handle the intricacies necessary for a spectrum of virtual and hybrid meetings.

### Initial planning & budget development

Include us as part of your organizing committee so we may help develop your budget and create a task timeline that will keep your event on track.

### Selecting a location & contracting with the venue

We organize all sizes of events in locations around the world. We have longstanding relationships with venue procurement agents.

### Financing your meeting or event

We have extensive experience managing U.S. federal agency funding, and we have worked with international science agencies, NGOs, and the private sector.

### Collecting abstracts and registering attendees

We develop custom registration and abstract collection systems designed specifically for your event, with the capability of producing online agendas and poster galleries. Registration fees may be used to pay for your event.

### Technical support & equipment

We provide IT support, and we have experience with conference recording, webcasting and other types of multi-media interactions. We have web and graphic designers to create attractive event web pages and marketing materials.

### On-site staffing

We provide experienced and professional on-site support anywhere in the world.



## More Info On

- Scientific and Discovery Partnerships
- Research & Career Opportunities
- Scientific Event Management

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