

Company Profile



As a full-service global meetings and incentive travel company, Universal Meeting Management has produced over 7,500 meetings worldwide. In 2011, we proudly celebrate 21 years of delivering unparalleled service to clients around the world. Our **diversified portfolio of services** defines us as a leader in the industry. We offer cutting edge technology ensuring operational efficiency, client project flexibility, and a secure, safe data environment.

Our meeting portfolio includes Product Launches, Sales Incentive Programs, Advisory Boards, Regional / Local Meetings, Executive Conferences, Speaker Training, Investigator Meetings, Round Tables, Government-Funded Meetings, and Virtual Meetings. Our diversity, flexibility, advanced technology, and expertise create a **"One Call, One Company"** approach.

Full Service Event Management

- Strategic Partner for Other Suppliers (Production, Hotel, Agencies, etc.)
- Event Sourcing and Contract Negotiations
- Time and Events Management
- Budget Development and Administration
- Management of Program Communications
- Attendee Communications Coordination Including Invitation, Correspondence, and Welcome Materials
- Web Registration / Data Management
- Customized Reporting
- Logistical Coordination Including Accommodations, Function Space, Food and Beverage, Theme Events, and Activities
- Creative Development for Themed Meetings (Product Launch / Gala Event)
- Ground Transportation Coordination
- On-Site Implementation and Program Execution
- Cost Reconciliation and Financial Reporting
- Certified Travel Agency Specializing in Group Reservations

Specialized Services

- Recruitment / Audience Generation
- KOL / Faculty Management
- Payment Processing
- E-contracting available for electronic submission, receipt, and housing of attendee consulting agreements

Data Security

- Compliant with Federal and State regulatory laws for the protection of electronic data
- Security standards and controls protect personal identifiable information
- A firewall-protected data network consists of segregated servers and backups at multiple off-site locations
- A secured, encrypted VPN provides a safe environment in which Project Managers directly access our data systems while on-site
- All data in storage is encrypted with mitigating controls

Company Name

Universal Meeting Management (UMM)

Company Origination

Raleigh, North Carolina
USA

Established

April, 1990

Public / Private Company

Private, "S" Corporation

Gross Revenue

\$19M (year ending 2010)

Number of Employees

48 Full Time

Address

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