



Via Hansa PCO

Conference services tailored to your needs.

Throughout the Baltic Sea region.



Via Hansa PCO – your professional congress organizer

Via Hansa PCO provides full range of conference services in the Baltic Sea region with our main destinations being Tallinn, Riga, Vilnius, Helsinki, St. Petersburg and Warsaw.

CONCENTRATE ON THE VALUE

As a professional congress organizer, Via Hansa PCO will support you in all aspects of planning and managing your events. While the main criteria for a successful conference is its content, our experience and knowledge in planning and administration will ensure smooth management of your conference and allow you to concentrate fully on creating the maximum value for participants.

Whether you are planning a major congress or a smaller meeting, Via Hansa PCO will work with you from developing the budget and drafting the full project plan to ensure systematic approach to the whole conference. We use the latest software which integrates online registration of participants, abstract handling and invoicing – in order to provide adequate service as well as overview of all the important details. We will assist you before and during the conference and will see the process through to post-event evaluation.



USE PROFESSIONALS...

Via Hansa PCO team is formed of top professionals from the field of meetings & hospitality industry. We have been specially trained for the job and most of us have been in the business for a decade, thus one of our main strengths is the extensive knowledge of and experience in the Baltic Sea region.

...AND A SOLID NETWORK

Via Hansa PCO main office in Tallinn works in close co-operation with Via Hansa DMC offices in Riga, Vilnius, St. Petersburg and Warsaw, taking advantage of the solid network of Via Hansa – a leading tour operator, destination management company and hospitality service provider in the Baltic Sea region.

GO FOR SOMETHING NEW

While the fast developing global conference & meeting industry is constantly searching for new venues and destinations, we believe the Baltic Sea region has a lot to offer. The many historical venues and new modern infrastructure at our destinations will ensure an attractive setting for your meeting - why not to go for something new and plan your next event in one of the undiscovered cities of the Baltic Sea region?



At your service

Via Hansa PCO serves corporate as well as governmental and association meetings, tailoring its portfolio of services as needed for each particular event. In order to gain the best possible support, it is highly recommended to approach Via Hansa PCO at the early stage of planning whereas professional advice in selecting the destination and venue, contracting the hotels and drafting conference budget is often the key to winning the bid and a successful management of your conference.

PLANNING AND PROJECT MANAGEMENT

- Assistance with congress bids, advice and consultancy
- Liaison with organising and scientific committee
- Supplier relations and contracting
- Day-to-day management, post-event evaluation

CONFERENCE IMAGE AND PUBLICATIONS

- Design & print, webpage, mailings, gifts and congress accessories

VENUE SELECTION AND MANAGEMENT

- Impartial advice on destinations and venues throughout the Baltic region
- Venue research, negotiations and contracting
- On-site services: décor & staging, audio-visual equipment, signage, security



CONFERENCE SECRETARIAT

- Delegate registration, booking and invoicing, mailings etc
- Correspondence with speakers
- Liaison with exhibitors and sponsors
- Exhibition sales and administration
- Sponsorship management
- On-site secretariat

ACCOUNTING AND FINANCES

- Draft income and expenditure budget – sponsorship, exhibitions, delegate fees
- Book-keeping and management of receivables
- Income and expenditure ledgers
- Closure of congress accounts

ADMINISTRATIVE ASSISTANCE TO THE SCIENTIFIC COMMITTEE

- Abstract handling, poster sessions, technical support

TRANSLATION SERVICE AND EQUIPMENT

- Translation of congress documentation
- Simultaneous interpretation
- Rental of equipment for simultaneous interpretation

CATERING AND SOCIAL PROGRAMME

- Food and beverage
- Evening functions and other social events
- Pre- and post-tour programmes
- Delegate transfers and other on-site transportation

More information
about our destinations and services:
www.meetinbaltics.com



Baltic Sea Hospitality

Via Hansa PCO is a part of Via Hansa, a leading inbound tour operator, destination management company and hospitality service provider in the Baltic Sea region.

Via Hansa is directly represented in 7 of the 9 countries around the Baltic Sea and has offices and companies in Warsaw, Vilnius, Riga, Tallinn, St. Petersburg, Moscow, Minsk, Kaliningrad, Helsinki and Copenhagen.

Via Hansa PCO is based in Tallinn and works in close cooperation with Via Hansa DMC offices:

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