



Society Offices - when your goal seems out of reach, let us help you get there.

MVW Advantage Inc. Client Prospectus

What can MVW do for you?

MVW Advantage Inc. has two specialties and we are here to help you with both event planning and association management. As Society Offices Association Management Company (AMC), we have been in full-service association management for over 25 years and, as a part of that service, have held over 40 financially successful annual conferences and many more meetings all over the globe. We are seeking new clients for both lines of business and welcome your interest.

Event Planning

Taking on an event from the research/planning phase, through budgeting, site selection, contract negotiation, marketing, online registration/payment processing, abstract submission (if appropriate), program compellation, site visit, food and beverage planning, speaker management, walk-through / BEO review, on-site registration support, and on to determine ROI, etc., is a daunting project. Luckily, there is an entire profession dedicated to making sure you have the most successful and profitable event possible. That is where MVW Advantage Inc. can help! We have spent decades hosting successful meetings and conferences with various budgets and can assist you with any aspect of the process.

Association Management

Hiring an AMC is a management option for any non-profit association. In fact, there are four management models for non-profit organizations: 1) member volunteers, 2) employed staff, 3) AMC managed, and 4) AMC supported.

While member volunteers provide the least expensive option, they have limited time to devote to the organization and probably do not have the specialized background necessary for all aspects of business management. In addition, the frequent turnover in volunteers creates a loss of knowledge each time the leadership changes.

Employing a staff can alleviate the issues seen in a volunteer organization, but also comes with high overhead (benefits, office/equipment costs, etc.) and the risks associated with being an employer.

An AMC can help by providing all of the benefits of an employed staff, without the downfalls and expense of maintaining an office and providing benefits. Our staff are trained in the areas necessary to manage your association successfully and our offices are fully equipped to serve your needs. Having an AMC means there will always be continuity in



the management of your organization, even when your board changes over the years.

While Society Offices is a small staff AMC, we are rich in experience, education and in our partnerships with our vendors/suppliers, including professional accounting support, Association Management Software (AMS) support and legal advice through our attorney, and with our many contacts at convention and visitors' bureaus and destinations all over the world.

MVW Advantage Inc. is here to serve your organization's specific needs, from full-service association management to central office support to meeting planning and more. We focus on our specialty, so you can focus on yours. Let's chat about how we can help you!

Our Services

Association Management

- ✓ Dedicated Business Professionals Providing an Outstanding Level of Flexible Support
- ✓ Centralized Address
- ✓ Telephone/Fax/Email/Toll-free US 800 number
- ✓ 24-Hour Voice Mail
- ✓ Facilitate Communication between Officers and Members
- ✓ Maintain Membership Lists/Databases
- ✓ Dues Collection/Follow-up/Deposits/Records
- ✓ Budgets
- ✓ Monthly Reports
- ✓ Surveys

- ✓ Membership/Awards Applications
- ✓ Electronic Letterhead
- ✓ Newsletters/Mailings
- ✓ Maintain and Design Websites/Online Directory/Listserv
- ✓ Brochure design
- ✓ Storage
- ✓ State of the Art Office/Computer Equipment

- ✓ On-site support: Food/AV/Meeting Space/Poster Boards/Name Badges/Receipts/ Exhibitor Management
- ✓ Work with hotel/convention center staff
- ✓ Registration Desk

Event Planning

- ✓ Destination Research/Recommendation
- ✓ Contract Negotiations
- ✓ Budgets
- ✓ Design Meeting Flyers/Brochures
- ✓ Registration Fee Collection/Records
- ✓ Final Program/Abstract Booklet
- ✓ Transport/Ship Materials to Conference Site

OUR FLEXIBILITY

Though MVW Advantage Inc. is a full-service event and association management company, we are aware that not all clients need full services. We always aim for flexibility and will work to create a package of services that best suits your unique needs. Do you only need office support? Maybe you only need assistance with website administration and database management. Possibly, your need is in meeting planning. We CAN help!

ASSOCIATIONS RUN BY AMCs HAVE:

31%

Higher Revenue Growth

317%

Higher Net Asset Growth

* On average based on a study of 167 associations with a wide variety of budgets. See the full findings at <http://www.amcinstitute.org/?page=numbers>

Contact Us

Do you have questions about how MVW Advantage Inc. can help you? Reach out to us by any method below or review our website for more information.

Mailing Address:

MVW Advantage Inc.
1123 Comanche Path
Bandera, TX 78003

Email:

info@societyoffices.com

Visit Us Online:

www.societyoffices.com

Phone/Fax:

Tel: +01-830-796-9393
Fax: +01-830-796-9394

Submit a Request for Proposal (RFP)

If you would like to receive a quote from MVW Advantage Inc., in regard to contracting our services, we will need some information from you, such as, a list of services that you require, the size of your membership, the number of meetings held annually, etc. This information is gathered using an RFP.

Find our RFP template online at www.societyoffices.com/request-for-proposal or contact us for assistance.

OUR PARTNERS

