

# TRAVEL & MEETING PLANNING SERVICES SO YOU CAN FOCUS ON YOUR CORE MINISTRY

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Planning meetings can be overwhelming and time consuming.  
Let GCFA meeting planning professionals do it for you.

- Site selection and venue negotiations
- Customized website for event registration
- Onsite and post event support
- Available to annual conferences, general agencies, and affiliated organizations



## EXTENSIVE

Beginning-to-end planning



## EXPERIENCED

Combined over 80 years of meeting planning experience



## WORLDWIDE

Domestic and international meeting planning expertise



## MULTILINGUAL

Fluent in English, French, Hindi, Portuguese, Punjabi, and Urdu

“GCFA staff have saved me and my staff hours by taking care of negotiations and following up on details of our annual conference contracts, allowing us to focus on other important planning. Their on-site presence gives me peace of mind. They have saved us valuable resources including time, money, and energy.”

– Rev. Erica Robinson-Johnson, New England Conference

# UMC SUPPORT

TRAVEL & MEETING PLANNING SERVICES  
SO YOU CAN FOCUS ON YOUR CORE MINISTRY

## PRE-PLANNING

- Site & Venue Selection
- Vendor Negotiations
- Comprehensive Logistical Planning
- Transportation

## EVENT REGISTRATION

- Workshops
- Housing rooming lists
- On-line credit card processing
- Communication

## FULL SERVICE TRAVEL AND MEETING PLANNING

PRE-PLANNING

EVENT REGISTRATION

POST EVENT

ONSITE SERVICE

## POST EVENT

- Bill Reconciliation
- Email Blasts
- Reporting
- Post Event Review

## ONSITE SERVICES

- Mobile Event App
- Registration
- Audio Visual Needs
- Off-site Meals and Outings