

## *Your Expectation of Excellence*

Meeting Excellence, a Certified Minority Business Enterprise (MBE), plans corporate meetings, incentive travel and provides meeting consulting services. We are a one stop, full service company.

We have combined years of knowledge and experience to produce affordable programs with outstanding results. We bring professionalism, efficiency and integrity to every program as our commitment to Excellence!



## **MEETING PLANNING**

We plan, produce and manage meetings for groups as small as 10 to as many as 2,000 in any industry all over the world. From the initial concept to execution, our services include:

- Hotel site selection and negotiation
- Online registration
- Budget Management
- Air and ground transportation
- Food and beverage logistics
- On-site management
- Audio/visual
- Signage
- Design, creation and dissemination of meeting logistic materials
  - *registration materials, pre-program information, name badges, tent cards, welcome letters, etc.*
- Activities
- Events

Meeting Excellence understands the importance of achieving your business objectives, cost management and quality solutions and we strive to meet your expectations of excellence in each of these areas. We are committed to working with you to reach your desired goals and outcomes.

- *Do you need to reduce and control operating costs?*
- *Do you have access to world class capabilities?*
- *Would you like to free up internal resources for other purposes?*
- *Are resources available internally?*

• When budget cuts or re-organization has limited your meeting planning resources, we offer expert consulting services to provide you with the knowledge and insight to enable you to plan an excellent meeting. We can assist you with any or all aspects of the planning and execution process. We approach each consulting engagement with flexibility and creativity and can be viewed as an extension of your meeting planning team.

## **INCENTIVE TRAVEL**

Optimal performance culture — how do you achieve it and sustain it? Travel is one of the most powerful motivating incentives. When designing your reward/incentive programs, we will partner with you to create an outstanding travel experience. The Meeting Excellence team's extensive incentive travel experience gives us in depth knowledge of worldwide destinations so together, we can build a travel package that works perfectly for your group.



## WHO IS MEETING EXCELLENCE, INC.?

Our executive staff has the necessary blend of expertise, skill, and experience to plan and execute remarkable meetings worldwide.

## OUR VALUES

At Meeting Excellence, we value integrity, creativity and professionalism. We integrate these values into everything we do:

- We listen to your needs
- We learn about your company and culture
- We innovate to find the best solutions for your goals and desired outcomes.

## OUR CLIENTS

We have extensive experience planning meetings for companies in pharmaceuticals, retail, food distributors and food service, paper products, manufacturing, financial institutions and sporting events.

## OUR FEES

We will work with you to create a pricing formula that works for you. We look for the most cost efficient solutions to help support your bottom line.

## MISSION STATEMENT

Meeting Excellence, Inc. is a professional meeting planning firm that measurably improves and impacts client projects through a unique combination of industry knowledge, creativity, efficient and effective meeting management methods and procedures.

We, at Meeting Excellence, Inc., provide exceptional customer service while maintaining the integrity and ethics of professional meeting planners taking pride in our impeccable reputation, experience, knowledge and creativity to provide unforgettable events and meetings for our clients.

## OUR PRODUCTS & SERVICES

- Event Planning
- Web based registration
- Consulting
- Meeting Planning
- Hotel and Site Selection
- Site Inspections
- On-site meeting support
- Incentive Program Planning
- Vendor selection/qualification



## TESTIMONIALS

meetingexcellence  
INCORPORATED

*“ ... a professional of the highest caliber who meticulously researches, negotiates, and does what is needed for every client ... going above and beyond anyone else that we’ve ever hired to make sure that we are completely satisfied”.*

**Hallmark Cards, Inc.**

*“an invaluable asset to any company that requires the utmost in meeting planning excellence ...”*

**Marketing Corporation.**



*“His experience exemplifies a level of professionalism and customer service that can only be described as the best of the best”*

**Aventis Pharmaceuticals**



*“meticulous and very strong interpersonal skills ... organized and customer service oriented ...”*

**Teva Neuroscience, Inc.**



*“They are a class act. I have worked with Ben and Meeting Excellence since their inception and would recommend them to any company looking for a fun, professional and reputable group to manage their important meetings”*

**Teva Neuroscience, Inc.**



## **BEN CARRICK, PRESIDENT**

With 12 years in the hotel industry and 12 years in the incentive travel and meeting planning business, I have gained a wealth of knowledge and experience and a true passion for the industry. This enthusiasm and dedication has culminated in the opening of Meeting Excellence, Inc. Having the opportunity to apply my professional skills and abilities in a job that I love is truly rewarding. Striving for distinction is at the core of my professional values. Competence, trustworthiness and excellence are key characteristics of a successful meeting planner. Providing meeting planners and on-site directors that my clients can confidently rely upon to ensure excellent planning and execution, while also making the experience fun and enjoyable, was my top priority in recruiting the Meeting Excellence team. Let us help you "Meet your expectations of Excellence".



## **JILL FROST**

Jill joins our team with remarkable experience. In addition to a BS in Hotel/Restaurant Management, Jill has an eclectic knowledge and expertise gained from more than six years in the hotel industry, including Front Office, Banquets, Restaurants, Catering/Event Services and off-premise catering. In her 12 years in the Incentive travel industry, Jill has organized incentive trips, directed program management teams, and served as Lead Director on-site for programs. With her impeccable leadership skills in concert with her unparalleled eye for detail, Jill is an invaluable member of the Meeting Excellence team.



## **SUE SCHLIMME**

Sue has 17 years experience in the corporate incentive travel industry. Her background prior to joining Meeting Excellence includes climbing the corporate ladder at Landmark Incentive Marketing in Chicago, advancing from Program Manager to Operations Manager. Prior to moving to Kansas City Sue's high standards and attention to detail earned her accolades as Director of Operations. Sue's worldwide travel experience as Travel Director for Maritz Travel in St. Louis, is a strong asset to the inherent global perspective of Meeting Excellence, Inc.

Sue has a Business degree with honors from the University of Missouri in Columbia. She is a member of Delta Sigma Pi, Professional Business Fraternity and was recognized with Student-Athlete honors during her four years as a scholarship gymnast.



## **GINA GRIGALIUNAS**

As a Certified Meeting Planner with 21 years of experience in the industry including 9 years hotel experience and 12 years operational, Gina is a natural leader who possesses the vital attributes of insight and resourcefulness. Gina is well versed in domestic and international travel, visiting more than 50 countries for business and pleasure across her career. Gina's impressive resume speaks to her expertise and true passion for people and travel. Gina acquired extensive management experience as the Midwest Sales Manager for Hyatt International Hotels, followed by 9 years freelance work as Lead Travel Director overseeing meetings and incentive travel. As lead travel director, Gina supervised corporate hospitality programs for two Olympic Games, in Sydney and Salt Lake City. Most recently, Gina served as Account Manager supervising pre-opening sales and operations teams for Hard Rock Hotel's first urban endeavor, which opened its doors in Chicago on January 8, 2004. Gina's amazing success in the industry is undoubtedly due to her talent for the development and maintenance of strong professional relationships, ensuring exceptional program execution.



## **BRIAN VAN NORMAN**

As a meeting and event planner with 15 years of experience, Brian has managed the logistics for programs ranging from 10 – 8,000 attendees. Brian has a diverse background in association and non-profit management having served in meeting planning, program management, operations and executive management positions. He has served as the meeting director for annual meetings and workshops and managed the logistics for a number of special events including golf tournaments, black-tie galas and auctions. Brian focuses on building relationships with clients by working together to determine the needs and desired results.

Brian holds a B.A. in Organizational Communications and Business Administration and is a Certified Association Executive. In 2008 he was bestowed the Professional Excellence of the Year Award by the Kansas City Society of Association Executives. He is an avid supporter in the community working with children's and health care charities.



## **JAMIE MOORES**

Jamie began her career in the travel industry as a travel director. Her natural leadership qualities and pro-active problem solving skills quickly promoted her to lead travel director. She enjoyed seven years operating meetings and incentive programs which took her all over the world. She also successfully managed a hospitality program for the Salt Lake City Olympic Winter Games. Prior to joining Meeting Excellence, Jamie was an account manager for Carlson Wagonlit Travel, where she was responsible for \$35 million worth of business. Her clients ranged from law firms to a major league baseball team. Jamie also spent two years working in the United Kingdom as an account manager, a role in which she had the most success negotiating global contracts with multinational customers. Jamie has won accolades for her expertise in onsite management and ability to provide unparalleled hospitality. Her passion shines through to all who meet her.



## **JANE HENDERSON**

With over 17 years of experience in the incentive and corporate meeting planning industry, we are thrilled to have Jane join the Meeting Excellence Team. Her background includes several years as an operations coordinator and purchasing & planning manager for a rapidly growing incentive company in Chicago. That success led to an extensive career of managing onsite operations for many Fortune 500 companies, most notably those in the pharmaceutical and financial industries. Jane's destination expertise on 7 of the 8 continents, with a decade of hospitality management at 5 Olympic Games, gives her a unique perspective into the business. Positive working relationships combined with a keen sense of what will and won't work, are the reasons Jane has enjoyed so much success in her career. Her adventurous spirit and dedication to team work make her an invaluable resource for Meeting Excellence.