AS25 Meetings Coordination Code Set

The planning, management and support of meetings.

AS25.10 Meeting Logistics

Selecting venues, identifying attendees, inviting/scheduling attendees, meeting RSVP tracking, budget determination, menu planning and caterer selection, decoration, booking/procurement and expense management, identification of support services needed and equipment required.

AS25.15 Meeting Setup

Coordinating of setup and take-down of equipment, room arrangement, rental scheduling (delivery and pickup) and installation of decoration. Also includes the handling of meal/refreshment service items and food/beverage service.

AS25.20 Meeting Support

Meeting support. Includes reception duties, meeting room management, personnel activities (technology support, hospitality, janitorial and/or greeter personnel), supplies management, and attendee request management (last minute requests for special items such as whiteboards, flipcharts, laser pointers, microphones, printouts, etc. not identified in Meeting Logistics or coordinated during Meeting Setup).

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