





## references

**etagamma** is a Professional Congress Organizer specialized in the organization of conferences, academic congresses, congress services and training.

With almost 20 years of experience in the congress field, we offer support and assistance by perfectly combining logistical, technical and creative skills.

## events • congresses • meetings

Conferences, medical courses, CME, incentives, but also inaugurations and gala dinners, **etagamma** offers complete support and assistance for the realization of any event.

**From ideas to practice.** Our task is to support companies in creating effective and engaging events that can guarantee the achievement of the desired objectives.

Whether it's conferences, inaugurations, product launches, or managing your projects in an integrated way, **etagamma** supports you by offering you creativity and, at the same time, efficiency. To move from ideas to results.

With **etagamma** you can take advantage of a 360° support for the organization and coordination of all the services necessary for the realization of congresses and business meetings, from the organizational secretariat to hotel reservations, from the management of suppliers to the search for sponsors, from the press office to careful communication.

## organizational services

Our **organizational services** are the best point of reception and reference for all guests of our events.

We select **prestigious locations** and set them up in a complete and efficient way to provide the best service in a space that is **totally optimized** for your needing..

We provide **hostesses and stewards, interpreters** and **technical operators** to welcome and support guests, speakers and participants at every stage of the event.

We organize **gala dinners, guided tours, shows** and give technical and logistical support for any accompanying event.

We create every **editorial product** referring to the scheduled congresses and exhibitions.

We also carry out meticulous **back office work** with always particular attention to guests to offer good quality service and **make each project a success**, whether it is a moment of play or training.

## congress services

### before the event

Preliminary budget;  
Location selection;  
Computerized management of the mailing list and invitations;  
Graphic design of the event and editing;  
Creation of the hotel allotment;  
Reports and correspondence with participants and creation of subscriber database;  
Accompanying people program organization;  
Congress venue's setup, with supervision of all the necessary technical equipment;  
Creation of the congress kit;  
Selection and organization of catering service;  
Floral decorations;  
Administrative and accounting management of the event;  
Selection, management and coordination of suppliers;  
Press office.

### during the event

Project Leader's assistance during the full event;  
Coordination of services for the event;  
Computerized secretariat for updating registrations;  
Secretarial and hall hostess assistance during the event;  
Interpreter selection;  
Assistance to participants during social events.

### after the event

Closing balance of the event;  
Press review.



we cooperate with

## universities

University of Genoa – DISSAL  
University of Ferrara  
School of Specialization in Occupational Medicine of Genoa  
School of Specialization in Hygiene of Genoa

## professional orders

Order of Chartered Accountants and Accounting Experts of Genoa  
Order of Lawyers of Genoa  
Ligurian Regional Criminal Chamber

## hospitals

Evangelical Hospital of Genoa  
Endocrine Surgery IRCCS San Martino Polyclinic Hospital  
Nephrology, Dialysis and Transplantation IRCCS San Martino Polyclinic Hospital

## scientific societies

AMD – Association of Diabetologists  
AME – Association of Endocrinologists  
ANMCO – National Association of Hospital Cardiologists  
CAPE - Endocrine Patient Associations Committee  
SID - Italian Society of Diabetology  
SIE – Italian Society of Endocrinology  
SIMLII - Italian Society of Occupational Medicine and Industrial Hygiene  
SIMPIOS - Italian Multidisciplinary Society for the Prevention of Infections in Healthcare Organizations  
SItI - Italian Society of Hygiene, Preventive Medicine and Public Health

## pharmaceutical companies

May companies in the pharmaceutical sector and Confindustria Medical Devices



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