



ORGANISING A CONFERENCE OR SEMINAR IN THE NEAR FUTURE?

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CROSSROADS OF MICROTECHNOLOGY



Edward Byrne
Events Manager



Suzanne Schwendener
Assistant



Giovanna Pachoud
Accounting



Philippe Fischer
Director

LET OUR EXPERIENCED TEAM HELP!

You may know the FSRM for our continuing education courses... but what you may not know about us is that we are a highly experienced and dependable partner for conference and seminar organisation.

The FSRM has an experienced team and the right tools for organising tailor-made events such as scientific congresses, conferences and seminars. Whether you have a 1-day workshop for 30 persons, or a 1-week international conference for 1000, let our qualified team take care of the logistic details – so you can focus on the conference content and networking.

EXAMPLES OF FSRM EVENTS SERVICES

- Registration & secure on-line payment.
- Professional website, adapted to the event (CMS available as option).
- E-marketing – mailing list and campaign management.
- Brochure & Identity creation.
- Invoicing & accounting.
- Management of visa applications (invitation letters).
- Front desk/reception/badges/lists.
- Creation of the technical program/reception of abstracts.
- Printed and digital program.
- Management of proceedings (printed and digital).
- Search for sponsors.
- Management of exhibition.
- Multi-lingual telephone, email and registration desk support.
- ...

ORGANISATION AND
MANAGEMENT – EVENTS



A FEW OF OUR IMPORTANT REFERENCES

EPFL

Prof. Juergen Brugger, Dr. Danick Briand, Prof. Guillermo Villanueva, Prof. Bertrand Merminod, Dr. Sebastian Gautsch.

CSEM

Dr. Michel Despont, Dr. Giovanni Nisato, Dr. Steve Lecomte, Dr. Georges Kotrotsios, Dr. Harry Heinzelmann, Prof. Nico de Rooij.

UNIVERSITY OF NEUCHÂTEL

Prof. Gaetano Mileti, Dr. Stéphane Schilt.

RECENT EVENTS

www.mne2014.org	850 participants
www.eftf-2014.ch	450 participants
www.mam2016.ch	90 participants
www.swiss-eprint.ch	125 participants
www.swissnanoconvention.ch	400 participants
www.eurosensors09.ch	400 participants

+ dozens of 1-2 day seminars and workshops (Micronarc, ION-CH, Swiss MNT Network ...)



**SWISS FOUNDATION
FOR RESEARCH IN MICROTECHNOLOGY**

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