

MEETINGS INCENTIVES CONFERENCES EVENTS



INTRODUCTION

With the changing times, India is also experiencing a great progress by being one of the most sought after conference destinations in the world. This magical country, unique in many respects, is now also known for corporate events, and state-of-the-art conferences, apart from multifarious historic sights, beaches, backwaters, mountains and deserts.

Following the motto of providing topmost solutions to customers and corporates, Top Travel caters to all aspects of MICE including Conferences, Business Meetings, Events, Expositions, Seminars and Incentives.

Every MICE project is crafted with great detail to suit the exclusive taste of corporates and connoisseurs of excellent services. Right from the pre-event preparations, during-the-event and the post-event settlements, everything related to the event goes smooth and hassle-free under the scrutiny of Top Travel.

Bringing together fresh ideation, crisp organisation and immaculate execution, the company presents unique solutions for MICE Tour not only across India but also

Top Travel and Tours is bringing the same corporate face of India on the global platform by hosting popular and exclusive MICE Tours. Backed by over three decades of excellent performance, the company aims at providing specialised MICE solutions for various corporate needs. Top Travel Team proficiently blends modern standards with impeccable services, and the result is successful conference or business meeting.

around neighbouring countries.

With a choicest selection of world-class hotels and palace resorts, Incentives and Meetings in India have great potentials. High connectivity of the country to the globe and the availability of distinctive technologies make India a comfortable MICE destination.

Keeping in mind the selective taste of elitist few, Top Travel also enjoys expertise in organising theme dinners, theme nights and Royal events at par with the taste of Indian sensibilities.

Incredible India and Top Travel and Tours are confident to take your Corporate Conferencing to a great level of perfection.

Conference Services

The conferencing services at Top Travel include planning out corporate conferences, workshops and seminars, concentrating on the organization in detail.





Range of MICE by Top Travel and Tours include

|| Conference || Business Tour || Meets || Events || Seminars || Exhibitions || Product Launches || Incentives ||

Top Travel and Tours has the experience and expertise to undertake planning and execution of all aspect of the Conference Management.

IN CONFERENCE SERVICES



- Venue set-up - allocation of service areas
- Hall decoration & check up for preview rooms
- Secretariat set-up - staffing
- Registration set-up
- Business centre - fax / internet and photocopy facilities
- Staff allocations / briefs
- Airport facilitation desk
- Airport pick and drop - Transport & shuttle services to Venue
- Badges distribution and Transport stickers
- Video Conferencing facility for satellite selected areas.
- Hall Management
- Registration and Assistance counters
- Information and Message counters
- Hall planning / seating arrangement
- Exhibition security
- Catering and Theme functions
- Cultural shows
- Accompanying persons
- Day tours Management and Entertainment services
- Closing ceremony - Souvenirs and Mementoes

Pre-Conference Service

- Assistance in Budgeting as per Organisers' projection
- Negotiation and Contracting
- Programme Planning- Announcements
- Telemarketing services
- Website set-up
- Promotional Films / Powerpoints
- Venue Selection - Accommodation and Social Functions
- Travelling Movement
- Audio Visual planning
- Communication with participants

After an event, the MICE Tour includes a chance to explore the heritage of the venue city in terms of sightseeing, or indulging in some shopping. Be it any venue in India, the pre or post tour through the city is an exhilarating beginning or end to the MICE tour.

Post Conference Services

- * Transfers and send- offs
- * Post Conference Tours
- * Closure of conference



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