

SPEKTAR PUTOVANJA

Where business meets pleasure

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SPEKTAR PUTOVANJA d.o.o. was established in 1988 and today is a well known agency, with services for incoming and outgoing programmes, airline tickets and charter packages, tours and excursions. We have years of experience in organizing congresses, symposiums, incentives and special events programs, as well as costume made travel to world wide congresses and fairs. Spektar Putovanja is a member of "Association of Croatian Travel Agencies" – UHPA, IATA, ASTA.

**CONGRESS
MANAGEMENT**

**DESTINATION
MANAGEMENT**

**EVENT
MANAGEMENT**

Whether you are planning a conference meeting or special event we offer personalized service for all your planning needs to ensure that your event is successful and rewarding.

Our mission is to exceed your expectation by establishing lasting partnership based on the highest levels of service, loyalty and integrity.

Planning a great event involves a lot of steps: qualified staff, excellent customer service, logistical coordination, latest technology, flawless execution and much, much more.

We work hard to earn your trust and become your long-term meeting management partner. This client partnering approach allows our team to become an extension of your team – and to adapt to your desired level of participation during planning, delivery and post-congress review.

We listen.

We strategize.

We implement.



**CONGRESS
MANAGEMENT**

For conference or meeting management, our careful process of planning, delivery, and review provides you with a rare commodity: PEACE OF MIND

Planning

- Selecting the best site and venue
- Managing and contracting the accommodation
- Managing conference WEB site and IT infrastructure
- Budgeting and financial management
- Getting the word out
- Coordination among committees and suppliers
- Organisation of site inspections
- Communicating with members

Delivering

- Managing the venue
- Handling Registration
- Taking care of Exhibitors and sponsors
- Managing the exhibition
- Looking after your Board and VIPs
- Creating wow Events
- Deploying on-site staff
- Handling IT and Technical equipment
- Managing a quality catering service
- Co-ordinating design and printing of conference materials
- Handling all sorts of transportation

Reviewing

- Providing detailed wrap up reports using registration data
- Taking care of final Financial Reports and Financial statement

Our Destination management department provides the local expertise of our destinations to enhance your event from concept through completion. Let us share our local specific knowledge and industry know/how to maximize the destination experience for you and your participants.

Whether you want to organize

- Business meetings
- Incentive trips
- Team building
- Special Event
- Tours or adventure programmes

... our Destination management team is your single resource for all the Services you might need such as

- site inspection/selection
- accommodation
- transportation
- program logistic
- excursions

We understand that each event is a one-of-a-kind and requires individual care and special attention. We promise to work with you as a seamless partner to ensure your event will be the success you expect. A well-designed and executed activities can be achieved by developing a high-level understanding of your business, your program and objectives and group profile.

From group events to free-time options, our dedicated performance teams custom design the perfect activities program to meet your needs. On special location, which combines a rich Croatian heritage in historic venues with costume made programmes, we are focused on our efforts to build your comfort level as we work together to create the ultimate event

Activities

- Sports
- Recreational
- Team building

Occasions

- Company celebrations
- Anniversaries
- Promotions
- Corporate events

**DESTINATION
MANAGEMENT**

**EVENT
MANAGEMENT**