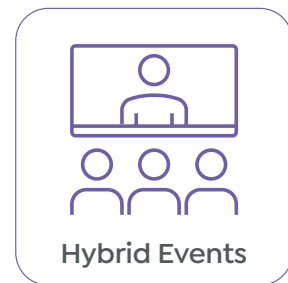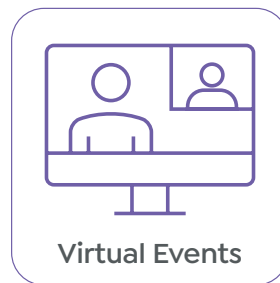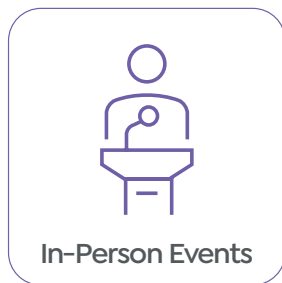# Meetings and Events

CommonSpirit Health's Meetings and Events Department was designed to support the enterprise with all aspects of event management. Whether you simply need support for event registration through our online system—or expanded expertise in planning, logistics, and day-of-event management—our team is here to guide you every step of the way.

Types of Meetings

From internal summits with CommonSpirit Health stakeholders, to external community events, our team supports the enterprise in coordination of events in all formats:

In-Person Events

Virtual Events

Hybrid Events

Comprehensive, Customized Services

Working as an extension of your department, our Meetings and Events specialists are available to provide whatever level of support best fits your needs, including:

- Registration management including online registration and reporting
- Vendor and contract management
- Budget management
- Strategy and planning
- Speaker management
- Venue research, recommendations, and coordination
- Catering and décor management
- Custom and templated invitation support
- Presentation support
- Audio, visual, and other technical support
- Event day registration, coordination, and management
- Customer service

Important Advantages

As a centralized national department, the Meetings and Events team can tailor local support that delivers an optimal experience while minimizing impact on your resources, by:

- Ensuring a successful, well-branded event led by experienced professionals who understand the latest trends in meetings and events
- Freeing up your internal team members to stay focused on other department needs
- Leveraging preferred vendors, suppliers, and pricing to maximize the value of your budget

Getting Started

If you have an upcoming meeting or event, we'd love to support you. You can contact us at **smedept@commonspirit.org** or click on this link to complete an **event intake form.**

The minimum lead time requested is 30 days prior to the event start. Expedited services may be available and will be evaluated on a case-by-case basis.

CommonSpirit