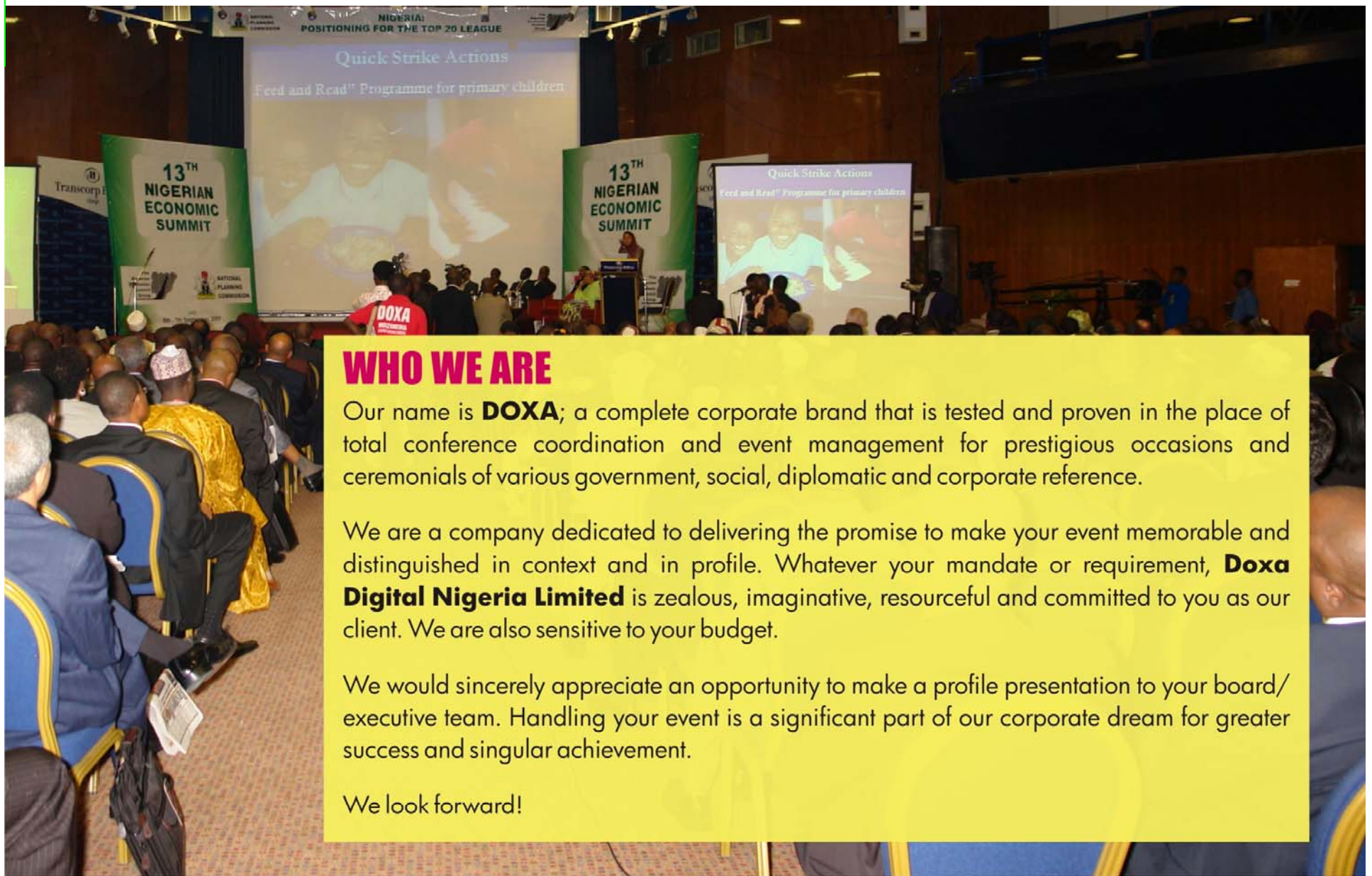




CONFERENCE MANAGEMENT BUREAU



WHO WE ARE

Our name is **DOXA**; a complete corporate brand that is tested and proven in the place of total conference coordination and event management for prestigious occasions and ceremonials of various government, social, diplomatic and corporate reference.

We are a company dedicated to delivering the promise to make your event memorable and distinguished in context and in profile. Whatever your mandate or requirement, **Doxa Digital Nigeria Limited** is zealous, imaginative, resourceful and committed to you as our client. We are also sensitive to your budget.

We would sincerely appreciate an opportunity to make a profile presentation to your board/ executive team. Handling your event is a significant part of our corporate dream for greater success and singular achievement.

We look forward!

CONFERENCE SERVICES

Total coordination of Seminars, Conventions, Exhibitions, Presentations and Meetings. Whatever you require to make your conference a success story with happy ending we ensure. Featuring the full range of our Technical, Aesthetic and Production departments, we add to this a diverse and comprehensive network of conference services and service administrators.

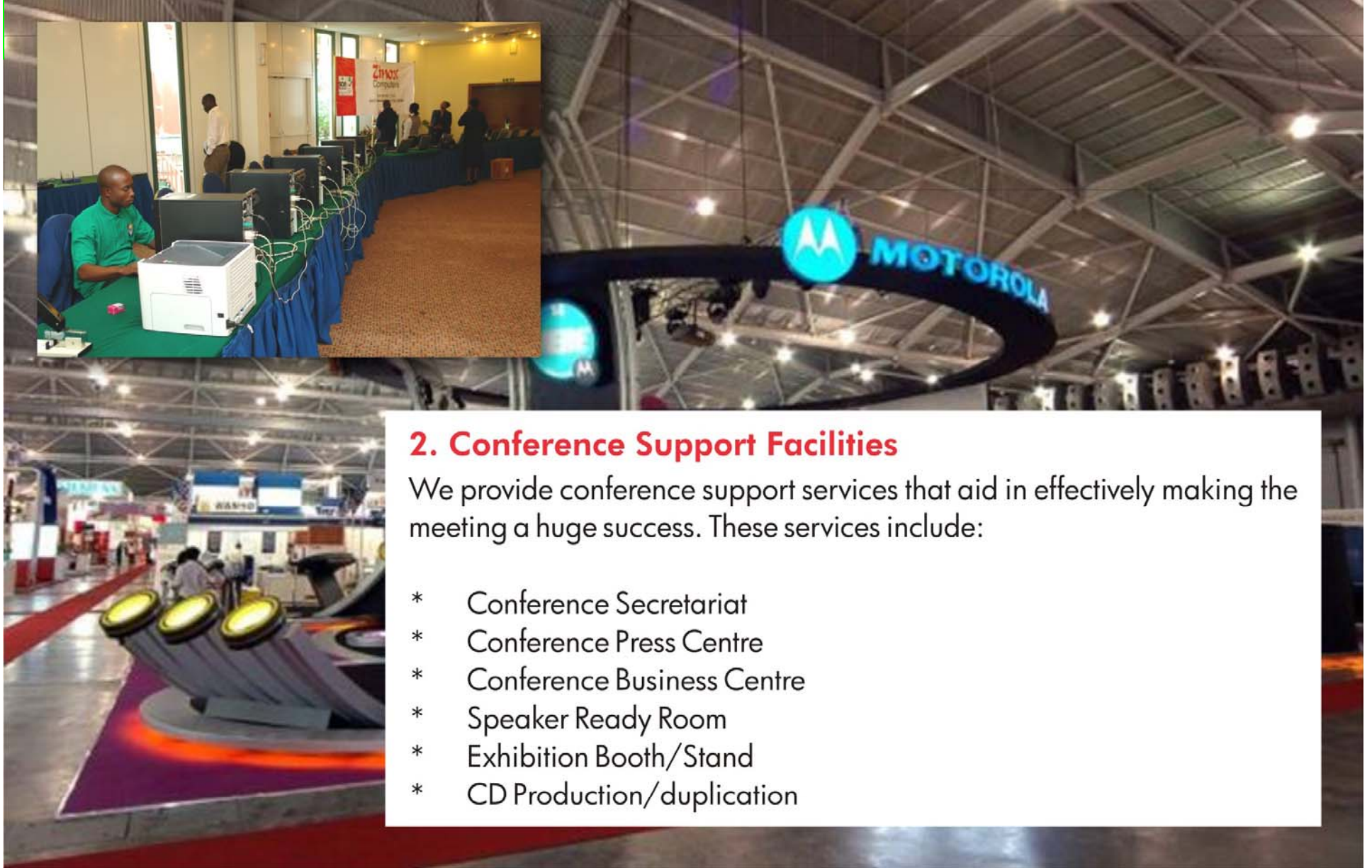
No detail is too small to be over looked, neither is any itinerary (however unexpected), too intimidating to be successfully deployed through an efficient task outline. The joy of Doxa Conference Management Bureau is meeting our Clients' need through dedicated service.

1. Conference Registration



Computerized Registration of Delegates, Servicing of Client Database, Monitoring and Updating Client database, Preparation of Photographic Badges/Badge Stock, Online Registration.





2. Conference Support Facilities

We provide conference support services that aid in effectively making the meeting a huge success. These services include:

- * Conference Secretariat
- * Conference Press Centre
- * Conference Business Centre
- * Speaker Ready Room
- * Exhibition Booth/Stand
- * CD Production/duplication



3. Conference Presentation Facilities

We provide audio-visual equipment for total coordination of seminars, conventions, exhibitions, presentations and meetings with a comprehensive network of conference services and service administrators

Our audio visual services apply as follows:

- * Projector and Screens
- * Simultaneous Interpretation Systems and Linguistic Services
- * Teleconferencing
- * Digital Video Coverage
- * Professional P.A. Systems





4. Conference Personnel

We provide conference personnel and other service administrators for the total coordination of your event. Our conference personnel are as follows.

- * M.C.
- * Ushers
- * Reppateurs
- * I.T. Support Staff



5. Conference Logistics

We provide general logistics services for your conference delegates and other personnel of your event. Our general logistics services apply as follows.

- * Hotel Reservations
- * Car Hire Services
- * Flight Bookings
- * City Tours
- * Airport pick-up and drop-off



6. Conference Materials

We provide services of the printing of branded conference materials and other essential corporate souvenirs. Our conference branded services apply as follows.

- * Roll-up banners
- * Programmes
- * Brochures
- * Diaries
- * Bags
- * T-shirts
- * Face Caps
- * Ball pens
- * Table Tops
- * Plaques
- * Corporate gift items and other assorted gifts.



The background of the slide is a collage of three photographs. The top-left photo shows a large hall with many round tables covered in white cloths, set up for a formal event. The top-right photo shows a stage with a red carpet, a large screen displaying a portrait of a man, and a banner that reads 'VISION • INTEGRITY • HARDWORK'. The bottom photo is a close-up of a person's face, partially obscured by the green text box.

7. Venue Management

We are committed to venue management as our corporate resolution to make a difference every time we set the stage through each of the component of your requirement, detail-for-detail, rehearsing, revising and ultimately arriving at distinction as befits your event.

Our Aesthetic services apply as follows

- * Venue Decoration
- * Ambience creation/detail
- * Floral Sculpture
- * Add-on Props
- * Mega Tents
- * Canopies and Chairs
- * Production of digital print backdrop and banners



8. Entertainment Package

We provide entertainment and other social services which makes our client's corporate/social event memorable and glamorous.

Our entertainment packages apply as follows.

- * Cocktail and dinner party
- * Music
- * Stand-up comedy
- * Cultural Performance
- * Fireworks and Pyrotechnics





9. Concept Evolution/Make-up

After being duly furnished with the basic information about our client's event, we go to our drawing board to develop a unique concept for the purpose of giving the event a branded look. This includes coming up with;

- * Event Logo Design
- * Stage set design





OTHER SERVICES

- * Website Design
- * Virtual Reality Computer Graphics
- * Studio Projects
- * Jingle Productions (T.V., Radio, Open Air)
- * Documentaries

PREVIOUS EXPERIENCE

S/NO	EVENT	DATE	SERVICE PROVIDED
1.	Central Bank of Nigeria: FSS 2020 Project (a three day International Conference)	June 18-20, '07	Professional P.A. System, Multimedia/ Audio-Visual Services, Digital Video Processing, C.D. Production/ Duplication & Printing, Secretariat Services (Computers & Printers, Photocopier Machine, I.T. Technicians, etc)



S/NO	EVENT	DATE	SERVICE PROVIDED
2.	Commonwealth Business Council "West Africa Investment Forum 2008" (It's a yearly event which runs February & July of every year in which we have been managing for them)	Jan. 31 – Feb. 2, 2008	Professional P.A. System, Multi-media/Audio-Visual Services, Lights; Digital Print Backdrop/Banners, Podium, Secretariat Services (Computers & Printers, Photocopier Machine, etc)



S/NO	EVENT	DATE	SERVICE PROVIDED
3.	Presidency: National Honours Award	2006 & 2007	Professional Sound System; Audio-Visual Coverage, Digital Video Chain, Lighting Effects, Pyrotechnics, etc;



S/NO	EVENT	DATE	SERVICE PROVIDED
4.	Nigeria LNG "Grand Award Night 2006"	Oct. 7, 2006	Event Mgrs; Sound, Decorations, Backdrop, Roll-up Banners, Live Band, Ushers, M.C., Lighting Effects, etc.



S/NO	EVENT	DATE	SERVICE PROVIDED
5.	Nigeria Bar Association (NBA) Annual General/Delegates Conference	2006 & 2007	Event Mgrs.; Off-Site & On-Site Delegates/Participants Registration & Production of Name Tags (Plastic Cards and Laminated Cards), Professional P.A. System, Audio-Visual Facilities with Video Coverage, Digi-Print Banners (Backdrop/Roll-Up Banners), etc.



S/NO	EVENT	DATE	SERVICE PROVIDED
6.	Howard Leon Sullivan "2006 Leon Sullivan Summit VII" (1,500 Delegates/ Participants)	July 15 – 20, 2006	On-Site Delegates/Participants Registration & Production of Name Tags with Photos (Plastic Cards).



S/NO	EVENT	DATE	SERVICE PROVIDED
7.	Forever Living Products "FLP African Rally 2006"	July 15, 2006	Events Mgt.; Airport Reception of Participants, Logistics & Protocol, Audio-Visual Services, Sound, Venue Décor, Lighting Effects, Abuja City Tour/Entertainment, Flag Hoisting of Participating Countries, Professional Hostesses/Bilingual Hostesses, Simultaneous Interpretation System & Interpreters, Communication Equipments, Digi-Print Banners, etc.



S/NO	EVENT	DATE	SERVICE PROVIDED
8.	ECOWAS (Ecowas 30th Anniversary Celebration)	May 14-19, 2005	Sound Amplification/Reinforcement, Decoration, Cultural Troupe, Musical Instruments, Custom made Stage/ Designs, (Audio-Visual Facilities), Multimedia Coverage (Projectors & Screens), Digital Video Coverage with & Lighting Effects with Trussing System.



